

2018 Rental Property & Business Income Checklist

Rental Property Income & Expenses

<u>Income</u>		<u>Improvements</u>			
\$	Rents Received	\$	Date		Additions
\$	Forfeited Security Deposits	\$	Date		Remodels
\$	Other -	\$	Date		Roof
		\$	Date		Windows
		\$	Date		Carpet
		\$	Date		Other -
<u>Expenses</u>		<u>Appliances</u>			
\$	Advertising	\$	Date		Furnace
\$	Cleaning	\$	Date		Water Heater
\$	Maintenance (painting, etc)	\$	Date		Refrigerator
\$	Insurance (property, liability)	\$	Date		Dishwasher
\$	Legal & Professional Fees	\$	Date		Range/Oven
\$	Management Fees	\$	Date		Washer/Dryer
\$	Mortgage Interest Paid	\$	Date		Other -
\$	Other Interest	\$	Date		Other -
\$	Repairs				
\$	Supplies				<u>Auto Expense</u>
\$	Taxes				Mileage
\$	Utilities				

Business Income & Expenses

<u>Business Classification</u>		<u>Expenses</u>	
	Sole Proprietor (Schedule C)	\$	Advertising
	LLC	\$	Contract Labor (1099)
	S-Corporation	\$	Wages (W-2)
	C-Corporation	\$	Retirement Plan - Owners
		\$	Retirement Plan - Employees
		\$	Health Insurance - Owners
\$	Credit Card Receipts	\$	Health Insurance - Employees
\$	Other Receipts	\$	Other Employee Benefits
		\$	Insurance (Property, Liability)
<u>Car & Truck Expense</u>		\$	Mortgage Interest
*You can claim mileage <i>or</i> actual expenses. If claiming expenses also list costs for fuel, oil, repairs, & insurance.		\$	Other Interest
		\$	Rent/Lease (Office or Building)
		\$	Lease (Auto/Equipment)
Miles driven for business:		\$	Legal & Professional Fees
Total miles (personal & business):		\$	Office Expense
		\$	Repairs & Maintenance
<u>Depreciation Items</u>		\$	Supplies
*Items such as Computers, Machinery, Autos Equipment, Appliances, etc. Indicate the date of purchase and the purchase price.		\$	Taxes and licenses
		\$	Utilities
		\$	Travel
		\$	Meals & Entertainment
		\$	Other
		\$	Other