

## 2020 Rental Property & Business Income Checklist

### ***Rental Property Income & Expenses***

<b><u>Income</u></b>		<b><u>Improvements</u></b>			
\$	Rents Received	\$	Date		Additions
\$	Forfeited Security Deposits	\$	Date		Remodels
\$	Other -	\$	Date		Roof
		\$	Date		Windows
		\$	Date		Carpet
		\$	Date		Other -
<b><u>Expenses</u></b>		<b><u>Appliances</u></b>			
\$	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				
		<b><u>Auto Expense</u></b>			
\$	Taxes				Mileage
\$	Utilities				

### ***Business Income***

<b><u>Business Classification</u></b>		<b><u>Expenses</u></b>	
	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
\$	Total Income	\$	Health Insurance - Employees
\$	PPP Loans /Other Grants	\$	Other Employee Benefits
		\$	Insurance (Property, Liability)
		\$	Mortgage Interest
		\$	Other Interest
		\$	Rent/Lease (Office or Building)
		\$	Lease (Auto/Equipment)
		\$	Legal & Professional Fees
		\$	Office Expense
		\$	Repairs & Maintenance
		\$	Supplies
		\$	Taxes and licenses
		\$	Utilities
		\$	Travel
		\$	Meals & Entertainment
		\$	Other
		\$	Other