

RENTAL INFORMATION SHEET

TAXPAYER INFORMATION

Name: _____ Rent Collected: \$ _____
 Business Name: _____ Fair Rental Days: _____
 Property Address: _____ Personal Use Days: _____

- Check this box if you paid any person, LLC, or partnership \$600 or more
 Check this box if you filed all required 1099's for payments of \$600 or more

PROPERTY TYPE

- Single-Family Residence Vacation/Short-Term Land Self-Rental
 Multi-Family Residence Commercial Royalties Other: _____

EXPENSES

Accounting	\$ _____	Office expense	\$ _____
Advertising	\$ _____	Pest Control	\$ _____
Bank charges	\$ _____	Postage	\$ _____
Cleaning and Maintenance	\$ _____	Repairs & Maintenance	\$ _____
Commissions and Fees	\$ _____	Supplies	\$ _____
Contract Labor	\$ _____	Taxes	\$ _____
Insurance (no auto insurance)	\$ _____	Telephone - cell phone	\$ _____
Interest - mortgage	\$ _____	Utilities (only business related)	\$ _____
Interest - other (business loans)	\$ _____	Other expenses (describe below)	\$ _____
Legal fees	\$ _____	_____	\$ _____
Management fees	\$ _____	_____	\$ _____
Marketing expense	\$ _____	_____	\$ _____

Please give details of any repairs done during the tax year. Include date the repairs were completed and the cost of the repairs:

Business Assets

Did you acquire assets used in your business during the year (computers, equipment, etc.)? Yes No

*If yes, provide details below for each item purchased

<u>Description</u>	<u>Date purchased</u>	<u>Cost</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Did you trade-in, sell, or scrap any assets during the year? Yes No

*If yes, provide details below for each item purchased

<u>Description</u>	<u>Date of disposal</u>	<u>Amount received</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Review the prior year depreciation detail provided in your prior year tax return and advise us of any other changes to assets

Vehicle Expenses

	<u>Vehicle #1</u>	<u>Vehicle #2</u>
Vehicle cost	_____	_____
Vehicle year, make & model	_____	_____
Date purchased	_____	_____
Date vehicle was placed in service	_____	_____
Odometer reading at the end of the year	_____	_____
Odometer reading at the beginning of the year	_____	_____
Total miles driven for rental business	_____	_____
Vehicle loan interest paid during the year	_____	_____

Actual Expenses

Gas	\$ _____	Property tax	\$ _____
Insurance	\$ _____	Repairs	\$ _____
Licenses	\$ _____	Tires	\$ _____
Oil	\$ _____	Tolls	\$ _____
Interest	\$ _____		

Notes to the Preparer

By signing this form, you are acknowledging that the information that you have provided is true to the best of your knowledge.

Authorized Company Representative: _____ Date: _____

Office Use Only Drop Date: _____ Preparer: _____ Pick Up Date: _____ Taken By: _____