

**Rental Worksheet - Year: _____**

	Property A	Property B	Property C
Property address			
City and state			
Residential or commercial?			
Days of personal use			
Date placed in service			
Hours spent personally managing			
Rents received	\$	\$	\$
Expenses			
Advertising	\$	\$	\$
Cleaning and maintenance	\$	\$	\$
Commissions	\$	\$	\$
Insurance	\$	\$	\$
Legal and prof. Fees	\$	\$	\$
Management fees	\$	\$	\$
Mortgage Interest	\$	\$	\$
Mortgage principal pmts	\$	\$	\$
Other interest	\$	\$	\$
Repairs	\$	\$	\$
Supplies	\$	\$	\$
Taxes	\$	\$	\$
Utilities	\$	\$	\$
Other (list)	\$	\$	\$
Contract Labor:			

Property Information**** If this is your first year with our firm, please provide a depreciation schedule for all property placed in service prior to the current tax year****

1. How many hours during the year were spent managing each rental property? _____
2. Does anyone help manage/operate the properties? _____
 - 2a. Do they spend more time managing the rentals than you? _____

Property Purchased. Treat the cost of improvements made to real property as the purchase of a new asset.

Asset	Date purchased	Building cost/land Cost	Date placed in service

Property Sold or Taken Out of Service

Asset	Date sold or taken out of service	Selling price	Trade in?