



RESOLVED

TAXES & BOOKKEEPING, LLC

INVESTMENT/RENTAL PROPERTY WORKSHEET: _____ tax year

STEP 1: Complete worksheet with full annual figures. We'll allocate prorated amounts according to your ownership %.

STEP 2: Separate Repairs vs. Improvements/New Assets (*at the bottom*); please do not duplicate entries in both spots.

- ****Repairs** = routine items keeping property in good working condition (*fixing faucet, patching drywall, painting, etc.*)
- *****Improvements/New Assets** = adds value to home/more expensive (*kitchen remodel, new HVAC or roof, appliances*)

RENTAL INFO:

PROPERTY #1:

PROPERTY #2:

Property Address		
Owner-managed, OR <u>Management Co</u> -managed	<input type="checkbox"/> Owner <input type="checkbox"/> Mgmt Co	<input type="checkbox"/> Owner <input type="checkbox"/> Mgmt Co
Is homeowner a <u>licensed Realtor</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your Ownership Percentage of Property		%
Rental Start Date/End Date (<i>"present" if still rents</i>)	/	/

Rents Received (<i>on 1099-MISC, generally from Mgmt Co</i>)	\$	\$
Rents Received (<i>additional, NOT on above 1099</i>)	\$	\$

Advertising	\$	\$
Travel/Meals (<i>incurred during rental activities</i>)	\$	\$
Cleaning/Maintenance	\$	\$
Commissions (<i>to leasing agent, Realtor, etc.</i>)	\$	\$
Home Insurance (<i>hazard, flood, earthquake, liability, etc.</i>)	\$	\$
Legal/Pro Fees (<i>do NOT include management fees</i>)	\$	\$
Tax Services (<i>last year's tax prep fee</i>)	\$	\$
Management Fees	\$	\$
Mortgage Interest (<i>provide 1098 & mortgage statement</i>)	\$	\$
** Repairs	\$	\$
Supplies	\$	\$
Real Estate Taxes (<i>provide tax bills showing amount paid</i>)	\$	\$
Utilities	\$	\$
HOA Dues / Home Warranty Plan	\$ / \$	\$ / \$
Other: _____	\$	\$
Other: _____	\$	\$

*** Improvements/New Assets (*placed in service this tax year*)

Purchase Date

Cost

Purchase Date

Cost

Item: _____		\$		\$
Item: _____		\$		\$
Item: _____		\$		\$

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Tax Preparation • Bookkeeping • Payroll