

**YOUR INFORMATION**

**Name** (First, Mi, Last)     
 First M.I. Last

**Social Security No.**  **Email**

**PHYSICAL ADDRESS (Rental)**

**Street Address**

**City**  **State**  **Zip Code**

**Outside U.S. Only** **Foreign Province/State**

**Foreign Country**  **Postal Code**

**Property Type (choose one):**

**Single Family**  
  **Vacation/Short-Term**  
  **Land**  
  **Self-Rental**  
  **Multi-Family**  
 **Commercial**  
  **Other (describe)**

**Full-year rental?**  **Yes**  **No** **If No, Date Started:**  **Date Ended:**

**INCOME**

Rent Collected from Tenants	\$
Other Income (describe) .....	\$
Other Income (describe) .....	\$

Rent Refunded to Tenants	(-)	\$
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Did you collect advance payment for rental days before or after the tax year?  Yes  No

Did you receive any lease cancellation payments?  Yes  No

Were any rental expenses paid directly by a tenant and repaid with reduced rent?  Yes  No

Did any tenant trade their services for rent?  Yes  No

Do you have a separate bank account for your rental activities?  Yes  No

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<b>EXPENSES</b>			
Accounting & Tax Preparation	\$	Management Fees	\$
Advertising	\$	Mortgage Interest	\$
Bank Fees & Payment Processing	\$	PMI - Mortgage Insurance	\$
Cleaning & Pool Services	\$	Property Taxes (County)	\$
Commission Payments	\$	Repairs & Maintenance	\$
Gardening & Lawn Care	\$	Supplies	\$
HOA Monthly Dues (Annual)	\$	Taxes: Occupancy	\$
Insurance: Hazard	\$	Utilities : .....	\$
Insurance: Landlord & Other	\$	Other: .....	\$
Legal & Court Fees	\$	Other: .....	\$

<b>Improvements &amp; Assets</b>	<b>Purchase Date</b>	<b>Description</b>	<b>Total Cost</b>
Appliances (5-Year)			\$
Carpenting (5-Year)			\$
Furniture (in rental property) (5-Year)			\$
Fences & Shrubby (7-Year)			\$
Additions & Improvements (27.5-Year)			\$
Other .....			\$
Other .....			\$

**Tax Document Checklist**

- Form 1098 (Mortgage Interest)
- Property Tax Bill (Secured)
- Supplemental Property Tax
- Rental Agreement
- Management's Annual Statement
- Prior-Year Depreciation Schedules \*New Clients Only\*
- Invoice - Depreciable Improvements; current year only
- Receipts - Depreciable Assets; current year only