



# Paola Tax & Accounting

"It's your money, not the IRS"

## Rental Business Income and Expense Sheet

I, \_\_\_\_\_, declare that I maintain Rental Property.

My EIN/SS# is \_\_\_\_\_ and my business name is: \_\_\_\_\_ My

Rental income is \_\_\_\_\_ for \_\_\_\_\_ (year).

Property address: \_\_\_\_\_

### Type of Property Please circle appropriate description of property.

Single Family Residence

Vacation/Short-Term Rental

Land

Self-Rental

Multi-Family Residence

Commercial

Royalties

Other (describe)

### Expenses (attach additional sheet if needed)

	Amount		Amount
Advertising	_____	Taxes: Real Estate	_____
Bank Fees	_____	Other	_____
Cleaning/Maintenance	_____	Telephone Expense	_____
Commissions and fees	_____	Travel	_____
Credit Card Fees	_____	Utilities	_____
Dues/Subscriptions	_____	Vehicle Registration	_____
Equipment Rental	_____	Rent/Lease	_____
Fuel (if not claiming mileage)	_____	Office Supplies	_____
Insurance: Liability	_____	Postage/Delivery	_____
Property	_____	Meal Expenses	_____
Legal and Professional	_____	Mortgage Interest	_____
Repairs	_____	Other: _____	_____
Supplies/Materials	_____	Other: _____	_____
License/Permits	_____	Other: _____	_____
Management Fees	_____	Other: _____	_____

### Vehicles Used for Business

Business Mileage	_____	Business Mileage	_____
Total Mileage	_____	Total Mileage	_____
Make/Model/Year	_____	Make/Model/Year	_____

**Subcontractor Labor per person/company** (attach additional sheets if needed)

Amount	Company/Person	W-9 on file	
_____	_____	Y	N
_____	_____	Y	N
_____	_____	Y	N

**Equipment/Rental Purchases** (attach additional sheets if needed)

Date purchased	Description	New/Used	Amount	Financed	
_____	_____	_____	_____	Y	N
_____	_____	_____	_____	Y	N

If financed please add the loan amount, length of loan and the interest rate.

**Equipment/Rental Sales** (attach additional sheets if needed)

Date sold	Description	Amount
_____	_____	_____
_____	_____	_____

**Office in Home**

Total square footage of home \_\_\_\_\_ Square footage of your office \_\_\_\_\_

Rent \_\_\_\_\_ Mortgage Interest \_\_\_\_\_

Homeowners or Renter's insurance \_\_\_\_\_

Real Estate Tax/Personal Property Tax \_\_\_\_\_

**YEARLY** total paid for Utilities such as water/electric/heat/gas/phone/internet/trash/etc. \_\_\_\_\_

Other \_\_\_\_\_ Please Specify \_\_\_\_\_

I certify that the information above is provided by me from the documentation and receipts that I have kept throughout the year. These documents are in my possession and to my knowledge are true and complete. Paola Tax and Accounting uses Generally Accepted Accounting Practices, GAAP, in preparing all forms, but cannot guarantee clients data. Paola Tax and Accounting is hereby released from any liability for accuracy of the data from the client for the tax return prepared for the above client.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date