



**2019 Rental Checklist**

**\*\* Please Print Clearly \*\***

**\*\*\* Do not email completed form \*\*\***

Name \_\_\_\_\_  
 Property Address \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ Days rented at fair market value  
 \_\_\_\_\_ Days of personal use (do not include days you worked on the property)  
**Yes No** Did you make any payments that would require you to file Form 1099 ?  
**Yes No** If yes, did you or will you file all required Form(s) 1099 ?

**INCOME**

\$ \_\_\_\_\_ Total rent received

**EXPENSES**

\$ \_\_\_\_\_ Advertising  
 \_\_\_\_\_ Auto expense  
     Total miles \_\_\_\_\_ Business miles \_\_\_\_\_  
 \$ \_\_\_\_\_ Auto expense (parking and tolls)  
 \$ \_\_\_\_\_ Cleaning and Maintenance  
 \$ \_\_\_\_\_ Commissions  
 \$ \_\_\_\_\_ Insurance  
 \$ \_\_\_\_\_ Legal and Other professional fees  
 \$ \_\_\_\_\_ Management fees  
**Attach Form 1098** Mortgage interest  
 \$ \_\_\_\_\_ Other interest  
 \$ \_\_\_\_\_ Repairs  
 \$ \_\_\_\_\_ Supplies  
 \$ \_\_\_\_\_ Taxes  
 \$ \_\_\_\_\_ Utilities

<p><b><u>Large Purchases</u></b>          Appliances          Carpeting/ Flooring          Furniture          Renovations          Etc.  <b>Provide receipts and do <u>NOT</u> include in totals</b></p>
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**OTHER EXPENSES (PLEASE LIST)**

**\*\* OTHER EXPENSES MAY INCLUDE: REGISTRATION FEES, HOA DUES \*\***

<u>Amount</u>	<u>Description</u>
\$ _____	_____
\$ _____	_____
\$ _____	_____

**\*\* IF YOU REFINANCED AN EXISTING PROPERTY OR PURCHASED A NEW PROPERTY IN 2019 INCLUDE THE SETTLEMENT SHEET \*\***

**\*\* IMPORTANT \*\***

Please retain receipts for your records.  
 Only submit those specifically requested for large purchases.

<b><u>FOR OFFICE USE ONLY</u></b>	
Tax prep	\$ _____
Depreciation	\$ _____
Amortization	\$ _____
	\$ _____
Total Expenses	\$ _____
Net	\$ _____

**\*DO NOT EMAIL\***