

PROPERTY OWNER: _____

LOCATION: _____

	RENTAL PROPERTY	Amounts	Remarks
	<i>RENTS RECEIVED:</i>		Do not include Security deposits as rent!
	-less Returns or Refunds		
	<i>Total Taxable Rental Income...</i>		
	<i>EXPENSES:</i>		
	ADVERTISING		
	CABLE / INTERNET for TENANTS only		
	CLEANING & MAINTENENCE		
	COMMISSIONS / MANAGEMENT FEES		
	CO-OP MAINT / ASSOC. FEES		
	FURNISHINGS (detail in remarks column)		
	GIFTS (\$25 max per person)		
	INSURANCE		
	LEGAL / PROFESSIONAL FEES		
	PERMITS & LICENSES		
	MORTGAGE INTEREST		
	OTHER INTEREST		
	REPAIRS (not capital improvements)		
	SECURITY (locks / keys / alarm, etc.)		
	SUPPLIES & MATERIALS		
	TAXES		
	TELEPHONE		
	TIPS (doormen, maint. men, etc.)		
	TRAVEL EXPENSE or MILEAGE		
	UTILITIES (gas, oil, electric, water)		
	Other: _____		

	Date began renting : _____	# of Days Rented During the Year: _____	
	Notes: _____	# of Days of Personal Use During the Year: _____	
	<i>Capital Improvements (list below)</i>	(Capital improvements are Major Repairs/Remodeling)	
	_____		Continue on separate sheet if necessary

