

## Schedule E

## RENTAL Income &amp; Expense Worksheet

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

Tax Year \_\_\_\_\_

Days rental use \_\_\_\_\_

Days personal use \_\_\_\_\_

Are Form 1099 filings required? \_\_\_\_\_

If yes, have 1099's been (or will be) filed? \_\_\_\_\_

| INCOME   |             |                                |          |
|--|-------------|--------------------------------|----------|
| Gross Rents  | \$          | Other Income                   | \$       |
| EXPENSES   |             | Total                          |          |
| 5 Advertising  | \$          | 12 Interest Mortg (1098)       | \$       |
| 6 Auto Exp   | \$          | 13 Interest - other            | \$       |
| 7 Cleaning & Maintenance   | \$          | 14 Repairs                     | \$       |
| 8 Commissions  | \$          | 15 Supplies                    | \$       |
| 9a Insurance - mortg   | \$          | 16a Taxes - Real Estate (1098) | \$       |
| 9b Insurance - other   | \$          | 16b Taxes - Other              | \$       |
| 10 Legal & Prof fees   | \$          | 17 Utilities                   | \$       |
| OTHER EXPENSES   |             | AMOUNT                         |          |
| Bank Charges   | \$          | Professional Fees              | \$       |
| Computer Service and supplies  | \$          | Telephone                      | \$       |
| Dues & Subscriptions   | \$          |                                | \$       |
| Office Expense   | \$          |                                | \$       |
| FURNITURE AND EQUIPMENT purchased for the business (list & include DATE of purchase) |             |                                |          |
| Date: _____  | Item: _____ |                                | \$ _____ |
| Date: _____  | Item: _____ |                                | \$ _____ |
| Date: _____  | Item: _____ |                                | \$ _____ |
| BUILDING & IMPROVEMENTS Description  |             |                                |          |
| Date: _____  | Item: _____ |                                | \$ _____ |
| Date: _____  | Item: _____ |                                | \$ _____ |
| Date: _____  | Item: _____ |                                | \$ _____ |
| VEHICLE EXPENSES:  |             |                                |          |

**MILEAGE** Year/Make/Model \_\_\_\_\_ Total miles driven entire year \_\_\_\_\_

Business (Jan-Jun) # \_\_\_\_\_ Business (Jul-Dec) # \_\_\_\_\_ Personal # \_\_\_\_\_

**ACTUAL COSTS** (complete only if NOT using the standard mileage deductions)

Gas \$ \_\_\_\_\_ Repairs \$ \_\_\_\_\_ Tabs \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

**THE IRS REQUIRES THAT YOU KEEP A WRITTEN RECORD OF YOUR MILEAGE**

Date you started using for business \_\_\_\_\_ Is the vehicle leased? \_\_\_\_\_

Was vehicle available for personal use during off-duty hours? \_\_\_\_\_

Was the vehicle used primarily by a more than 5% owner or related person? \_\_\_\_\_

Is another vehicle available for personal use? \_\_\_\_\_

Do you have evidence of mileage in writing? \_\_\_\_\_

What type evidence to you have to support your mileage claim? \_\_\_\_\_ (Mileage book, app, calendar etc)