

SPECIALTY WORK SHEET for RENTALS

In order to maximize your deductions, please complete this form.

CLIENT _____

TAX YEAR _____

Advertising - Newspapers		Outside Services	
Advertising - Other		Paging Service	
Advertising - Referral Fees		Painting	
Air Conditioner - Purchase		Pest Control	
Air Conditioner - Service		Postage	
Alarm System		Rental Bank Charges	
Association Dues		Repairs - Electrical	
Bookkeeping		Repairs - Equipment	
Casual Labor		Repairs - Equipment Rental	
Cleaning and Maintenance		Repairs - Other	
Cleaning and Maintenance - Carpet		Repairs - Plumbing	
Cleaning and Maintenance - Pool		Repairs - Refrigerator	
Cleaning and Maintenance - Pool Supplies		Repairs - Roof	
Commissions		Repairs - Structure	
Credit Checks		Roto Rooter	
Deposit Refunds Reported as Income		State Industrial Insurance Service	
Drapes - Cleaning		Storage - Filing Cabinets	
Drapes - Purchase		Storage - Rental	
Hot Water Heater - Purchase		Supplies	
Hot Water Heater - Repairs		Taxes	
Insurance		Tools	
Interest - All Other		Transportation Expenses	
Interest - Mortgage		Travel Away From Home Overnight	
Keys		Travel @ _____ cents per mile	
Lawn Care - Flowers		Utilities - Beepers	
Lawn Care - Mower Gas		Utilities - Electricity	
Lawn Care - Mowing		Utilities - Gas	
Lawn Care - Other		Utilities - Other	
Lawn Care - Tools Purchased		Utilities - Sewer	
Legal and Professional Fees		Utilities - Telephone	
Legal Fees - Evictions, etc.		Utilities - Telephone - Answering Service	
Licenses		Utilities - Telephone - Cellular Phone Charges	
Lock Boxes		Utilities - Telephone - Cellular Phone Purchase	
Locks		Utilities - Telephone - Long Distance Charges	
Management Fees		Utilities - Telephone - Long Distance Costs	
Mileage - Advertising		Utilities - Telephone - Pay Phone Calls	
Mileage - Auto @ _____ cents per mile		Utilities - Telephone - Pay Phone Costs	
Mileage - Bank		Utilities - Trash	
Mileage - Business @ _____ cents per mile		Utilities - Water	
Mileage - Buying Supplies		Wages	
Mileage - Collecting 2nd Trip		TAX ASSESSMENT	
Mileage - Collecting Rent		LAND	
Mileage - Evictions		IMPROVEMENTS	
Mileage - Insurance Agent		TOTAL	
Mileage - Other		DEPRECIABLE BASIS	
Mileage - Repairs		COST	
Mileage - Showing Place		+ IMPROVEMENTS	
Notary Fees		+ PURCHASE EXPENSES	
Office Supplies - Notebooks		= TOTAL COST	
Office Supplies - Other		X BUILDING PERCENTAGE	
Office Supplies - Pens, Pencils		= BUILDING BASIS	
Office Supplies - Receipt Books		Equipment Depreciation (From Prior Years)	
Office Supplies - Stationery Supplies		Equipment Purchased This Year:	

THE ABOVE EXPENSES ARE ORDINARY AND NECESSARY IN MY RENTAL ACTIVITY.