

## Rental Checklist

- 📁 Property Description
- 📁 Street Address
- 📁 Type of Rental
  - Single family, Vacation/Short term rental, Multi-family, Commercial, Land, or Royalties
- 📁 Days Rented
- 📁 Days Personally Used
- 📁 If Multi-dwelling, Percent Occupied by Taxpayer
- 📁 Rental Income
  
- 📁 Advertising
- 📁 Auto & Travel
  - Vehicle Description
  - Date Placed in Service
  - Mileage
  - Actual Expenses
  - Percent of Business Use
- 📁 Cleaning & Maintenance
- 📁 Commissions
- 📁 Insurance
- 📁 Legal & Professional
- 📁 Management Fees
- 📁 Interest-Mortgage
- 📁 Interest-Other
- 📁 Repairs
- 📁 Supplies
- 📁 Taxes
- 📁 Utilities
- 📁 Other Expenses
- 📁 Assets used in Depreciation or Depreciation schedule

If you paid any person or an unincorporated company \$600 or more during 2015 for rent or services you are required to issue them a form 1099. Our office would be happy to prepare the forms for you if you provide the following information:

- Completed W-9 (for each vendor)
- Amount Paid in 2015

**These are due January 31<sup>st</sup>.**