

## USE THIS ORGANIZER AS A GUIDE TO GATHER INFORMATION PERTAINING TO YOUR RENTAL REAL ESTATE

## **GENERAL OWNERSHIP INFORMATION**

Name of Owner	Tax ID or SS #	Phone Number
Joint Owner	Tax ID or SS #	Email
Owner Mailing Address	_City	State Zip

**NOTE:** In order to classify a property as a rental property (as opposed to a second home or vacation home or investment), you must make an active effort to rent the property. This should be evidenced by receipts for advertising expenses or actual receipt of rent.

## **RENTS RECEIVED & EXPENSES**

PROPERTY INFO	List each property separately (You can print additional Rental Real Estate Organizers from our website).				
Property Address			Did you issue 1099 forms to all required vendors?	Yes	No
City, State, Zip			Number of Days Rented in Year		
RENTS			Number of Days Used for Personal Purposes		
Total Rents Received			Type of Rental Property		
EXPENSES			(Single Family, Multi-Family, Vacation/Short-Term, Land, Commercial)		
Advertising			OTHER INFORMATION:		
Automobile Mileage		mi.			
Other Travel Expenses					
Cleaning & Maintenance					
Commissions					
Insurance (Fire, Mortgage	PMI)				
Legal & Professional Fees					
Management Fees					
Mortgage Interest					
Other Interest					
Repairs (not Capital Impro	vements)				
Supplies (not Equipment/I	mprovements)				
Taxes (Property & Other)					
Utilities					
Other (Please List)					
Association Dues					
Pest Control					
Telephone					

## EQUIPMENT & CAPITAL IMPROVEMENTS

**Equipment purchases and capital improvements** must be "capitalized" and depreciated over their useful life. In contrast, repairs and supplies are day-to-day items that generally cost below \$500. For example, the purchase of a handful of tiles to replace cracked or water damaged tiles would qualify as supplies or repairs. Replacing an entire floor, or installing new carpeting, would be a capital improvement. General hardware items of low cost are supplies. Repairs and supplies should be listed above for a current year deduction. List equipment purchases and other capital improvements below and note whether for business, home office, or rental.

Item or Improvement Description	Date	Amount	Use (Business, Home Office, or Rental)

**NOTE:** If you purchase a property and make repairs or improvements prior to rental, we must "capitalize" all of those costs (lump together and depreciate) instead of deduct that year. Please provide settlement statements for any new R.E. purchases or refinances.