

Real Estate Agents & Brokers



8409 Florence Ave. Suite 204
 Downey, CA 90240
 (562) 862-1040
 We are located in the
 LINDORA Building on the 2nd floor
 in between Downey Ave. & Brookshire Ave

<i>Income</i>		<i>Supplies & Expenses</i>	
Income	\$	Advertising, Signs, Flags & Banners	\$
<i>Auto Travel (in miles)</i>		Attorney & Appraisal Fees	\$
Client Meetings	\$	Bank Charges	\$
Continuing Education	\$	Briefcase	\$
Escrow & Loan Office Trips	\$	Business Meals (enter 100%)	\$
Out of Town Business Trips	\$	Equipment Repair	\$
Showing Property	\$	FAX Supplies	\$
Parking Fees (\$)	\$	Film & Processing	\$
Tolls (\$)	\$	Finder's Fees	\$
Other:	\$	Gifts, Flowers, & Greeting Cards	\$
<i>Travel – Out of Town</i>		Insurance – E & O and Liability	\$
Airfare	\$	Legal & Professional Services	\$
Car Rental	\$	Lock Boxes, Keys, & Locksmith	\$
Parking	\$	Map Book & Map Software	\$
Bus, Subway, Train, & Taxi	\$	Multiple Listing Service (MLS)	\$
Lodging (do not combine with meals)	\$	Office Expense	\$
Meals (do not combine with lodging)	\$	On-line Service Costs	\$
Porter, Bell Captain	\$	Open House Expenses	\$
Laundry	\$	Photocopy Expenses	\$
Bridge & Highway Tolls	\$	Postage & Shipping	\$
Telephone Calls (including home)	\$	Referral Fees	\$
Other:	\$	Rent	\$
<i>Professional Fees & Dues</i>		Repairs to Sell Listed Property	\$
Association Dues	\$	Stationery	\$
Chamber of Commerce	\$	Other:	\$
License Fees	\$	<i>Equipment Purchases</i>	
Realty Board	\$	Answering Machine	\$
Broker Dues	\$	Calculator	\$
<i>Telephone Expenses</i>		Camera	\$
FAX Transmissions	\$	Computer Equipment	\$
Cellular Service	\$	Copy Machine	\$
Answering Service	\$	FAX Machine	\$
On-line Charges	\$	Modems and computer peripherals	\$
Other:	\$	Printer	\$
<i>Continuing Education</i>		Recorder & Pager	\$
Correspondence Course Fees	\$	Telephone	\$
Materials, Supplies & Textbooks	\$	Other:	\$
Seminars & Motivational Tapes	\$	Other:	\$
Other:	\$	Other:	\$
Other:	\$	Other:	\$

Remember to always keep your receipts ***Deductions are ONLY for unreimbursed expenses***

You cannot claim an expense as a business expense if it can be used for personal use