

SPECIALTY WORKSHEET FOR RENTAL & PROPERTY
 In order to maximize your deductions, please complete this form.

CLIENT: _____

TAX YEAR: _____

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