



# SIMPLEX

FINANCIAL SOLUTIONS

## REALTOR EXPENSES

### GENERAL EXPENSES

APOINTMENT BOOK \$.....  
 APPRAISEL FEES \$.....  
 ATTORNEY & LEGAL FEES \$.....  
 BOOKKEEPING COSTS \$.....  
 BUSINESS CARDS \$.....  
 COMMISSION PAID \$.....  
 COURIER SERVICE \$.....  
 CREDIT BUREAU REPORTS \$.....  
 OFFICE RENT \$.....  
 POSTAGE & SHIPPING \$.....  
 HOUSE KEYS \$.....  
 KEY SAFES & LOCKBOXES \$.....  
 MAPS & GPS \$.....  
 NOTARY FEES \$.....  
 OFFICE SUPPLIES \$.....  
 SUBSCRIPTIONS \$.....  
 TAX PREPARATION FEES \$.....  
 TRANSLATOR \$.....  
 UNIFORM CLEANING \$.....  
 UNIFORMS & WORK ATTIRE \$.....

### MARKETING & ADVERTISING

NEWSPAPER & MAGAZINE ADS \$.....  
 BANNERS, SIGNS, FLAGS \$.....  
 GIFTS PER COUPLE (\$25 PER COUPLE) \$.....  
 COMMERCIALS \$.....  
 PROFESSIONAL PHOTO \$.....  
 RIDERS \$.....  
 SIGN INSTALLATION \$.....

### CONTINUING EDUCATION

AUDIO TAPES, BOOKS & VIDEO TAPES \$.....  
 CONVENTIONS \$.....  
 CORRESPONDENCE CLASS \$.....  
 REFERENCE MATERIAL \$.....  
 WORK SHOPS & SEMINARS \$.....  
 LIBRARY FEES \$.....

### DUES

MLS (MONTHLY) \$.....  
 GLVAR & CRS \$.....  
 NAR & NVAR \$.....  
 GLVAR INITIATION \$.....

### INSURANCE

HEALTH ( SELF EMPLOYED) \$.....  
 SIIS & WORKMANS COMP \$.....  
 ERRORS & OMISSIONS \$.....  
 UMBERLLA INSURANCE (BUSINESS) \$.....

### LICENSE

NOTARY \$.....  
 CITY BUSINESS \$.....  
 COUNTY BUSINESS \$.....  
 NEVADA STATE BOARD \$.....  
 TRANSFER FEE \$.....

### TELEPHONE

ANSWERING MACHINE \$.....  
 BATTERIES & PHONE CASES \$.....  
 CELLULAR PHONE \$.....  
 CELLULAR SERVICE FEES \$.....  
 FAX LINES \$.....  
 LONG DISTANCE FEES \$.....  
 PAY PHONE \$.....  
 REPAIRS \$.....

### COMPUTERS & EQUIPMENT

COMPUTER REPAIRS \$.....  
 PAPER & TONERS \$.....  
 SOFTWARE & MLS LINK \$.....  
 CAMERAS & FILM \$.....  
 SMALL TOOLS \$.....  
 FAX & COPY MACHINE \$.....  
 FILING CABINET \$.....

### CLOSING EXPENSES

REPAIRS TO CLOSE DEALS \$.....  
 BUYER PROTECTION PLANS \$.....  
 HOME OWNER WARRANTY \$.....  
 HOME INSPECTIONS \$.....  
 CLOSING COSTS \$.....  
 TRANSACTION COSTS \$.....

### TRAVEL

CONEVENTIONS \$.....  
 AIR & TAXI FARE \$.....  
 MEALS \$.....  
 LODGING \$.....  
 MILES DRIVEN .....

# FINANCIAL SOLUTIONS

I (WE) CERTIFY THAT ALL EXPENSES CLAIMED ABOVE ARE TRUE AND ACCURATE:

TAXPAYER:	SIGNATURE:	DATE
TAXPAYER:	SIGNATURE:	DATE: