

## RENTAL PROPERTY ORGANIZER

Property Address: \_\_\_\_\_

\*\*Please include form(s) 1098 mortgage interest statement(s).

\*\*If you are a first time client we need to collect the prior year depreciation schedule.

This may require you contact your prior preparer.

1. Who carries the mortgage? \_\_\_\_\_ Acct ending w/ \_\_\_\_\_  
     Second mortgage? \_\_\_\_\_ Acct ending w/ \_\_\_\_\_
2. Days occupied by renters: (needed annually) \* \_\_\_\_\_ days
3. Personal Use Days (if any): (needed annually) \* \_\_\_\_\_ days
4. Did you make payments that would require you to file forms 1099? YES or NO  
     (Circle one. If yes, complete a 1099 Request form or provide copy of form 1096.)
5. Rental Income Received: \$ \_\_\_\_\_
6. Advertising: \$ \_\_\_\_\_
7. Cleaning and Maintenance: \$ \_\_\_\_\_
8. Insurance: (State PMI separately) \$ \_\_\_\_\_
9. Legal/Professional Fees: \$ \_\_\_\_\_
10. Management Fees: \$ \_\_\_\_\_
11. Mortgage Interest: \$ \_\_\_\_\_
12. Repairs & Maintenance Costs: \$ \_\_\_\_\_
13. Supplies: \$ \_\_\_\_\_
14. Real estate taxes paid: (not reported on 1098 provided, if any) \$ \_\_\_\_\_
15. Utilities paid: \$ \_\_\_\_\_
16. HOA Fees: \$ \_\_\_\_\_
17. Other expenses: Description: \_\_\_\_\_ \$ \_\_\_\_\_
18. Auto Expenses to maintain property: Please obtain and complete a "Vehicle Recap".
19. Capital improvements/new assets purchased for the rental (current year):
 

	<u>Date</u>	<u>Cost</u>	<u>Description</u>
a.	_____	\$ _____	_____
b.	_____	\$ _____	_____
20. For properties not listed as rentals in prior years:
  - a. Date the property was put out for rent: \_\_\_\_\_
  - b. Purchase price (including closing costs): \$ \_\_\_\_\_
  - c. Capital improvements prior to renting: \_\_\_\_\_