

RENTAL PROPERTY ORGANIZER

Property Address: _____

**Please submit form(s) 1098 mortgage interest statement(s).

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

This may require you to contact your prior preparer.

1. Who carries the mortgage? _____ Acct ending w/ _____
 Second mortgage? _____ Acct ending w/ _____
2. Hours dedicated to maintaining/management of the rental for the year: _____ hours
3. Days occupied by renters: (needed annually) * _____ days
4. Personal Use Days (if any): (needed annually) * _____ days
5. Rental Income Received: \$ _____
6. Advertising: \$ _____
7. Cleaning and Maintenance: \$ _____
8. Homeowner's Insurance: \$ _____
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: _____