

# YOUR RENTAL INCOME AND EXPENSE ORGANIZER

We Save You Dollars

**Property Address::** \_\_\_\_\_ **Type of Property:** \_\_\_\_\_

**Date Purchased and Cost (copy of Closing Statement.):** \_\_\_\_\_

**Date First Rented:** \_\_\_\_\_ **Date Sold (if applicable):** \_\_\_\_\_

**Improvements Done Before Current Year (Description, date, cost):** \_\_\_\_\_

**RENTAL INCOME \$** \_\_\_\_\_ **Security Deposit \$** \_\_\_\_\_

**EXPENSES**

<b>Advertising</b>		<b>Office Expenses</b>	
<b>Appraisal Fees</b>		<b>Pest Control</b>	
<b>Association Fees</b>		<b>Plumbing</b>	
<b>Bank Service Fees</b>		<b>Referral Fees or Gifts</b>	
<b>Collection Expenses</b>		<b>Rent - Equipment, Furniture</b>	
<b>Decorating, Art, Plants</b>		<b>Rent - Vehicles</b>	
<b>Dues, Publications, Software</b>		<b>Repairs</b>	
<b>Insurance - House</b>		<b>Sanitation</b>	
<b>Insurance - MIP</b>		<b>Security</b>	
<b>Interest - Mortgage</b>		<b>Seminars and Workshops</b>	
<b>Interest - Other</b>		<b>Storage</b>	
<b>Janitorial</b>		<b>Supplies</b>	
<b>Labor - Casual Help</b>		<b>Taxes (not federal income tax)</b>	
<b>Lawn Care</b>		<b>Telephone and Cellular</b>	
<b>Legal and Professional Fees</b>		<b>Tools and Unkeep</b>	
<b>Licenses, Permits, and Other Fees</b>		<b>Travel (miles)</b>	
<b>Maintenance and Cleaning</b>		<b>Travel (out of town)</b>	
<b>Management Fees</b>		<b>A @ Lodging</b>	
<b>Materials</b>		<b>A @ Meals</b>	
<b>Meals and Entertainment Seminars</b>		<b>Utilities</b>	
<b>Money You Loaned the Business</b>		<b>Water and Sewage</b>	
		<b>Web Access and Hosting</b>	

EQUIPMENT PURCHASES	DATE	COST

IMPROVEMENTS AND RENOVATIONS	DATE	COST