

SCHEDULE E (RENTAL PROPERTY) DOCUMENT CHECKLIST

In order to ensure that we help you to pay the least amount of tax possible, PLEASE use this list to organize the information necessary to prepare the Schedule E for your rental property.

This list may not cover all the income and expenses for your particular rental property. If you are not sure of the deductibility of an expense, provide the documentation anyway and we will make the determination.

Income:

- Rents Received

Expenses:

- Advertising
- Auto Travel (written mileage to and from property to collect rent or make repairs)
- Cleaning & maintenance costs
- Commissions paid
- Insurance costs
- Legal & Professional fees paid
- Management fees paid
- Mortgage Interest paid (Form 1098 from mortgage company)
- Repair Costs
- Supplies
- Real Estate Taxes paid
- Utilities paid
- Lawn care & snow removal costs
- Other costs not listed here (provide details)
- List of new assets, including remodeling & improvements (cost and date acquired)

Expenses:

- List of assets sold/traded (sales price and date sold)



SCHEDULE E WORKSHEET FOR RENTAL PROPERTY

Rental Property #1 – Address: _____

If purchased this year – Date: ___/___/___ Cost: _____ Improvements: _____

Type of Property (circle one): Residence | Land | Farm

Rental Property #2 – Address: _____

If purchased this year – Date: ___/___/___ Cost: _____ Improvements: _____

Type of Property (circle one): Residential Property | Land | Farm

Rental Property #3 – Address: _____

If purchased this year – Date: ___/___/___ Cost: _____ Improvements: _____

Type of Property (circle one): Residence | Land | Farm

Rental Property #4 – Address: _____

If purchased this year – Date: ___/___/___ Cost: _____ Improvements: _____

Type of Property (circle one): Residence | Land | Farm

	Rental #1	Rental #2	Rental #3	Rental #4
Rent Received:	_____	_____	_____	_____
Advertising Costs:	_____	_____	_____	_____
Cleaning & Maintenance Costs:	_____	_____	_____	_____
Insurance Costs:	_____	_____	_____	_____
Legal & Professional Fees:	_____	_____	_____	_____
Management Fees:	_____	_____	_____	_____

**Mortgage Interest
Paid to Bank:**

Other Interest Paid:

Repairs:

Supplies:

Taxes:

Utilities:

Commissions Paid:

Other (Describe)

**Appliance/HVAC
Purchase**

Rental Mileage

_____ miles

_____ miles

_____ miles

_____ miles

**Do you have written
evidence of mileage?**

___ Yes ___ No

___ Yes ___ No

___ Yes ___ No

___ Yes ___ No