



## RENTAL INCOME AND EXPENSES SUMMARY

This form is to assist you in gathering your income tax information necessary to complete Schedule E, which pertains to your rental property (ies). It is important that you complete all of the required fields; do not leave any blank! If one item does not apply to you, simply write N/A in the appropriate line. Retain all of the supporting documentation, except for the bank mortgage statements (Form 1098) and property tax and insurance bills. Collect all of the receipts needed to substantiate your deductions and write on a separate sheet of paper any other pertinent information, as needed. Please call me at 727-412-3874 (cell) or e-mail me at [sergioa@nfocustax.com](mailto:sergioa@nfocustax.com) with any questions you might have. In the meantime, please follow these two important guidelines:

1. *Do not mix rental properties. Instead, use ONE sheet (or more if necessary) for EACH property!*
2. *Remember to list only the amounts YOU paid or collected.*
3. *There is no need to provide small receipts, but do provide mortgage interest statements, property tax bills, insurance bills, major expense receipts (usually over \$100), and any 1099-MISC forms.*

<u>Address of property:</u>	<u>Tax Year:</u>
How many days was the property rented during the year?	\$
How many days did you occupy the property for personal use?	\$
How much did you collect in rent?	\$
Any other income—how much?	\$
Mortgage interest paid	\$
PMI (private mortgage insurance) paid	\$
Property insurance paid	\$
Property taxes paid	\$
Utilities (gas, water, electricity) paid	\$
Legal fees incurred (i.e., evictions)	\$
Advertising and promotional expenses	\$
Cleaning and maintenance expenses	\$
Repairs	\$
Improvements (provide descriptions and dates)	\$
Management fees	\$
Commissions paid	\$
Auto expenses (mileage—need written records)	\$
Other (describe on a separate sheet)	\$
Notes:	

