

2016 TAX YEAR
Rental Property Tax Organizer

Name of property owner(s): _____

Property address: _____ (circle# of units in building) 1 2 3 4 5 6 7+
 (note: if you have multiple properties, please make duplicates of this form)

Do you occupy this Rental Property also partly as your Home or Primary Residence? (circle one) yes no

Did you sell the property or refinance in 2016? (circle one) yes no
 (if yes, we need a copy of the HUD settlement sheet (only 2 pages, not all your documents))

TOTAL Rental Income Received



\$ _____

NOTE about EXPENSES: If a part of the property is your home, enter only the expenses from the rental portion and not the part you occupy, except where 100% is requested. **Please retain all expense receipts and keep these with your tax records, there is no need to provide our office with these receipts for proof.**

\$ amount

Advertising costs

Cleaning & Maintenance (for example, painting, clean-outs, landscaping, furnace check-ups etc.)

Commissions & Professional Fees (i.e., broker commissions, eviction costs etc, not legal fees for re-finance)

Insurance (enter 100%)

Management Fees (i.e., condo association dues, management company, etc)

Mortgage Interest Paid (Enter 100% of all mortgage loans. Provide us with all 1098 Tax Forms)

Repairs (not improvements, see below)

Supplies (generally minor items not already included in repairs or improvements)

Real Estate Taxes (enter 100%)

Utilities (only that amount which you paid on behalf of the tenant(s))

Water & Sewer (enter 100%)

Other expense (not improvements, see below)

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IMPROVEMENTS TO PROPERTY: Note: improvements are different than repairs & maintenance; they add value to the property. For example, if you replace a damaged or old roof it is considered an improvement, if you patch or repair a section it is a repair. A large series of multiple repairs, i.e. renovation, is usually considered an improvement. All improvements are added to your cost in the property and deducted over a period of depreciation.

Brief Description of Improvements (not a repair or maintenance)

Date completed

Amount Paid

Notes for the Tax Preparer