

Rental Property Checklist

Please fill out a checklist for each rental property

Rental Property Info

Property physical address: _____

Type of property:

- | | | |
|---------------------------|------------------------------|--------|
| 1 Single Family Residence | 3 Vacation/Short-Term Rental | 5 Land |
| 2 Multi-Family Residence | 4 Commercial | |

Number of days rented during the year: _____

Number of days used for personal use: _____

Income

☐ Please provide any 1099s received (1099-MISC, 1099-NEC, 1099-K)

Total rents for the tax year: _____

Expenses

Do you have an office in your home? _____

Advertising: _____

Cleaning and maintenance: _____

Commissions: _____

Insurance: _____

Interest:

Mortgage: _____

Other: _____

Legal and professional services: _____

Management fees: _____

Office expense: _____

Repairs: _____

Supplies: _____

Taxes: _____

Utilities: _____

Other Expenses (please give a brief description and the amount):
