

# SPECIALTY WORKSHEET for RENTAL & PROPERTY

In order to maximize your deductions, please complete this form.

CLIENT \_\_\_\_\_

TAX YEAR \_\_\_\_\_

Advertising - Newspapers		Paging Service	
Advertising - Other		Painting	
Advertising - Referral Fees		Pest Control	
Air Conditioner - Purchase		Postage	
Air Conditioner - Service		Rental Bank Charges	
Alarm System		Repairs - Electrical	
Association Dues		Repairs - Equipment, Equipment Rental	
Bookkeeping		Repairs - Other	
Casual Labor- Provide		Repairs - Plumbing	
Cleaning and Maintenance		Repairs - Refrigerator	
Cleaning and Maintenance - Carpet		Repairs - Roof	
Cleaning and Maintenance - Pool		Repairs - Structure	
Cleaning and Maintenance - Pool Supplies		State Industrial Insurance Service	
Commissions		Storage, Filing Cabinets	
Credit Checks		Storage, Rental	
Deposit Refunds Reported as Income		Supplies	
Drapes - Cleaning		Taxes	
Drapes - Purchase		Tools	
Hot Water Heater - Purchase		Transportation Expenses	
Hot Water Heater - Repairs		Travel Away From Home Overnight	
Insurance		Travel @ ____ cents per mile	
Interest - All Other		Utilities - Beepers	
Interest - Mortgage		Utilities - Electricity	
Keys		Utilities - Gas	
Lawn Care - Flowers		Utilities - Other	
Lawn Care - Mower Gas		Utilities - Sewer	
Lawn Care - Mowing		Utilities - Telephone	
Lawn Care - Other		Utilities - Telephone - Answering Service	
Lawn Care - Tools Purchased		Utilities - Telephone - Cellular Phone Charges	
Legal and Professional Fees		Utilities - Telephone - Cellular Phone Purchase	
Legal Fees - Evictions, etc.		Utilities - Telephone - Long Distance Charges	
License		Utilities - Telephone - Long Distance Costs	
Lock Boxes		Utilities - Telephone - Pay Phone Calls	
Locks		Utilities - Telephone - Pay Phone Costs	
Management Fees		Utilities - Trash	
Mileage - Advertising		Utilities - Water	
Mileage - Auto @ ____ cents per mile		Wages	
Mileage - Bank		TAX ASSESSMENT	
Mileage - Business @ ____ cents per mile		LAND	
Mileage - Buying Supplies		IMPROVEMENTS	
Mileage - Collecting 2nd Trip		TOTAL	
Mileage - Collecting Rent		DEPRECIABLE BASIS	
Mileage - Evictions		COST	
Mileage - Insurance Agent		+ IMPROVEMENTS	
Mileage - Other		+ PURCHASE EXPENSES	
Mileage - Repairs		= TOTAL COSTS	
Mileage - Showing Place		X BUILDING PERCENTAGE	
Notary Fees		= BUILDING BASIS	
Office Supplies, Notebooks		Equipment Depreciation (From Prior Years)	
Office Supplies, Other		Equipment Purchased This Year:	
Office Supplies, Pens, Pencils			
Office Supplies, Receipt Books			
Office Supplies, Stationery		<b>GROSS INCOME:</b>	

**THE ABOVE EXPENSES ARE ORDINARY AND NECESSARY IN MY RENTAL ACTIVITY.**