

## RENTAL AND ROYALTY INCOME AND EXPENSES

**IF YOU HAVE MORE THAN 4 PROPERTIES OR ROYALTIES MAKE EXTRA COPIES OF THIS WORKSHEET**

PROPERTY	TYPE OF PROPERTY	ADDRESS
1		
2		
3		
4		

PROPERTY	1	2	3	4
Rents & deposits received				
Royalties received				
Advertising and printing				
Travel				
Cleaning and maintenance				
Commissions and fees				
Insurance				
Legal and professional fees				
Management fees				
Mortgage interest				
Other interest				
Repairs: carpentry, hardware				
Electrical				
Carpet, tile, wood floors				
Painting and decorating				
Plumbing				

<b>A/C</b>				
<b>Other repairs</b>				
<b>Supplies:</b>				
<b>Taxes:</b>				
<b>Utilities: Electric</b>				
<b>Gas</b>				
<b>Oil</b>				
<b>Water</b>				
<b>Trash or landfill</b>				
<b>Cable or satellite</b>				
<b>Other: Bank charges</b>				
<b>Gardening/Landscaping</b>				
<b>Association dues</b>				
<b>Licenses &amp; permits</b>				
<b>Pest control</b>				
<b>Office &amp; postage expenses</b>				
<b>Telephone service</b>				

## **AUTO EXPENSES**

### **VEHICLE EXPENSES: MILEAGE RATE versus ACTUAL EXPENSES**

**\*You can keep track of your business miles in your planner, on a calendar, or in an official mileage log, or with an app on a digital device.**

**\*You need the date, location, total miles (or beginning and ending odometer reading), and purpose of the business trip.**

**\*Note: Commuting miles from your residence to your work place and back are not deductible.**

**\*Bottom line: KEEP BUSINESS MILEAGE LOG or IRS will disallow your car and truck expenses.**

**\*You need to keep track of all your receipts for vehicle expenses. GET THE RECEIPTS!!!**

Description	Vehicle #1	Vehicle #2	Vehicle #3
Vehicle year, make, and model			
Date vehicle placed in service			
Cost of vehicle or FMV when placed in service			
A: End of year mileage			
B: Beginning of year mileage			
TOTAL miles for the year			
Miles to pick up and deliver product			
Miles to meetings, rallies & major seminars			
Miles to prospect, recruit, counsel, or train			
Miles to job site, pick up materials, supplies			
Other (bank, post office, store, printers, etc.)			
Other:			
Round trip distance to work as an employee			
Number of days/weeks you commute			
Number of months worked this year			

Other vehicle expenses			
Vehicle insurance premiums			
Interest paid on vehicle			
Repairs (engine, transmission, differential)			
Maintenance (shocks-struts, oil, breaks, wipers, tires, etc.)			
Tag and taxes paid			
Fuel			
Total lease payments made this year			

### BUSINESS USE OF HOME EXPENSES

Business square footage:		Total square footage of home:	
Mortgage interest:		Total rent paid for the year:	
Real estate taxes:		Management or condo fees:	
Home owners insurance:		Cost of home & closing cost	
Association dues:		Improvements & finance charges:	
Repairs & Maintenance:		Utilities:	

### MOVING EXPENSES (Only Active Duty Military!)

Miles from old home to old job:		Miles from old home to new job:	
Cost to pack household good & personal effects: ( <i>boxes, blankets, dolly, tape, pads, labor cost, rope, straps, etc.</i> )			
Cost to ship & store household goods & personal effects: ( <i>truck, trailer, van, labor, storage rent, fuel, tolls, parking, freight, shipping, etc.</i> )			
Cost of traveling ( <i>fuel, airfare, rental car, bus, lodging, tolls, parking, etc.</i> )			
Other cost, not mentioned above, associated with moving:			
Amount of money reimbursed by the employer for the move:			