

RENT AND ROYALTY INCOME AND EXPENSES

Property Type:

Location (Street Address):

City:

State:

Zip:

Owner: Taxpayer Spouse Joint

Ownership Percentage If Not 100%: _____

If ownership percentage is not 100%, are you reporting 100% of the income and expenses? Yes No

Is some of this investment not at-risk? Yes No

Did you have personal use of this property or rent it for part of the year at less than fair rental value? If yes, enter the number of days for the following Yes No

Days rented

Days of personal use

Days rented at less than fair value

Days owned, if not full year

Does this rental have multiple living units and you live in one of the units? Yes No

If yes, what percentage is for rental use?

Did you actively participate in this property's management during the fiscal year? Yes No

Did you materially participate in this property's management during the fiscal year? Yes No

Do you want to treat this property as non-passive? Yes No

Did you dispose of this property in a fully taxable transaction? Yes No

Did this property have disallowed passive losses from prior years? Yes No

Do you want to treat this property as a commercial property? Yes No

Income

Rents Received

Royalties Received

Expenses

Advertising	Property Taxes
Automobile Expense	Other Taxes
Travel	Telephone
Cleaning And Maintenance	Electric
Commissions	Gas
Mortgage Insurance (PMI)	Water & Sewer
	Sanitation
Other Insurance	Internet
Legal And Professional Fees	Cable Or Satellite
Management Fees/Dues	
Mortgage Interest	
Other Interest	
Repairs	
Supplies	

Depreciable Assets Purchased During Tax Year

<u>Item</u>	<u>Date Acquired</u>	<u>Date In Service</u>	<u>Cost</u>

Depreciable Assets Sold/Disposed During Tax Year

<u>Item</u>	<u>Date Sold</u>	<u>Date Removed</u>	<u>Sale Amount</u>

Automobile Expenses

Description of vehicle		
Date placed in service		
Mileage information		
Ending mileage reading		
Beginning mileage reading		
Business miles		
Miles from 1/1/11 – 6/30/11		
Miles from 7/1/11 – 12/31/11		
Commuting miles		
Average daily commuting miles		
Do you want to claim standard mileage rate in lieu of actual expenses?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the vehicle leased?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was your vehicle available for personal use during off-duty hours?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is another vehicle available for personal use?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have evidence to support the business use claimed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, is the evidence written?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Depreciation Information For Vehicle		
Cost or basis?		
Is this an electric vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date sold		
Date acquired, if different than date placed in service		
Sales price		
Expense of sale		
The IRS requires that you maintain a written log book of your miles driven for work purposes and receipts and documentation for and expenses in order to claim Employee Business Expenses that you are not fully or partially reimbursed for.		