## SCHEDULE E – Rental Property

## Use this checklist if you have rental property – one form per address

Revised December 04, 2022

This page is for income and expenses for rental property. Expenses count against income.

Α	ddress of property for this form:
Income for r	r <mark>ents received</mark>
Property Information	
	Purchase Date
	Purchase Price
	Value of Land
	Type of property

**Car and Truck Expenses** – If the vehicles are leased – we must use actual expenses. We will still need the mileage and other information below in addition to the actual expenses.

## Vehicle 1

<mark>Year</mark>	<mark>Make</mark> N	<mark>Model</mark>
	Date purchased	
	Ending mileage on Dec 31 o	of last year
	Beginning mileage	
	(Jan 1 or date of purchase	e if later – last year)
	Total miles driven for year	
	Business miles driven	

## Vehicle 1 - Actual Expenses

Fuel
Insurance for this vehicle
Repairs – Oil, tires, batteries, tires, etc.
Washes
Vehicle registration and inspection sticker
Original cost of vehicle (Full cost)

Vehicle 2	
<mark>Year</mark>	Make Model
	Date purchased
	Ending mileage on Dec 31 of last year
	Beginning mileage
	(Jan 1 or date of purchase if later – last year)
	Total miles driven for year
	Business miles driven
Vehicle 2 –	· Actual Expenses
	Fuel
	Insurance for this vehicle
	Repairs – Oil, tires, batteries, tires, etc.
	Washes
	Vehicle registration and inspection sticker
	Original cost of vehicle (Full cost)
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	Advertising
	Travel
	Cleaning and Maintenance
	Commissions
	Insurance (Mortgage)
	Other Insurance
	Legal and Professional Services
	Management Fees
	Mortgage Interest paid to banks, etc.
	Other Interest – credit cards, loans, etc.
	Repairs / Maintenance – buildings or equipment
	Supplies
	Taxes – property and other
	<b>Utilities</b> – total for the year times the % of sq ft of office area or 100% if entibuilding.
	Utilities – paid on the rental property
Separate	<b>Depreciation Items</b> – Equipment and auto (Have your information on a
page	separate sheet of paper – Item name, purchase date, and cost of purchase)
<u> </u>	
Other Exp	
	Office Expense – supplies, computers, software, etc.
	Rent or lease - equipment, vehicles, machines
	Rent or lease – buildings, storage, etc. for equipment to do repairs

Travel – Hotel, Airline, supplies on trip

<b>Meals</b> – eating with fellow employees discussing work, taking clients out to eat, recruiting new customers over a meal. If meal is less than \$25 per meal – mark on a calendar, if over \$25 per meal – must have a receipt and mark receipt with name of who you ate with.
Wages – reported to the IRS on a W2 (That you paid to employees)
Wages – reported to the IRS on form 1099 (That you paid to employees)
Freight / Postage
Internet Fees – monthly service fees
Web site fees - hosting and design of website
Sub-contact labor – someone you hire to do specific jobs but are not employees
for your business – such as delivery, maintenance, construction, etc.
Equipment purchases – items that are not depreciated
Software
Computer and Supplies – not previously indicated under office supplies
Cell phone – total cell phone and how many phones
Cell phone purchase – cell phone, accessories, supplies (not paid through
monthly plan)
Phone Line – landline (yes, they still exist)
Fax services
Delivery fees
Dues and publications