RENTAL INCOME AND EXPENSES FOR YEAR OF ___

NAME_____T.I.N. _____

ADDRESS/LOCATION OF PROPERTY _____

OWNERSHIP (H, W, J)_____ANY PERSONAL USE? _____

IF OWNER OCCUPIED, PLEASE PROVIDE

total number of square feet in entire structure _____

total number of square feet used 100% by tenants _____

INCOME

Tenant's Name	total rent received	security deposit not returned

EXPENSES	AMOUNT	%	EXPENSES	AMOUNT	%
advertising			**taxes**		
auto & travel exp.			**real estate**		
miles			**city fees**		
food			**utilities**		
hotel			**electric**		
cleaning & maintenance			**heat**		
commissions/management fees			**telephone**		
insurance			**water/sewer**		
legal and accounting fees			**cable TV**		
interest – mort			**wages/salaries**		
interest – other			**pest control**		
repairs – plumbing/heating			**bank fees**		
– carpentry			**internet**		
– electrical			**equipment rental**		
– painting/decorating			**snow removal**		
supplies			**yard work**		
miscellaneous			**other (list).**		
office					
postage					
			TOTAL		

***** CHECK LAST YEAR'S DEPRECATION SCHEDULE TO BE SURE ALL ITEMS ARE CURRENT*****

MAJOR PURCHASES AND IMPROVEMENTS

item purchased	date	cost (including sales tax)	new/used	item traded

SALES OR OTHER DISPOSITIONS

item sold	date	selling price	expenses	date acquired	cost

Questions:

_____

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