

You can use this worksheet to provide your information or supply separate reports that include this information.

## Rental Income & Expense Worksheet

Please use a separate worksheet for each rental unit.

**Client Name** \_\_\_\_\_

**Address of Property:** \_\_\_\_\_

**Type of rental:**  Single Family  Multi Family  Vacation  Commercial  Land  Other \_\_\_\_\_

Multi-Unit Rental: # of Units \_\_\_\_\_ What % of the building is owner occupied? \_\_\_\_\_

Vacation property: How many days/months was it owner occupied during the year? \_\_\_\_\_

If rental was purchased and/or sold in current year, please provide a copy of the closing statements.

You are required to file information returns (1099-NEC) for any non-employee to whom you paid an aggregate of \$600 or more during the year for services. A copy of the 1099 must be provided to the recipients by **January 31, 2022**. If you would like Cornerstone CPA Group to assist you in the preparation of the 1099-NEC forms, please contact our office.

**Rental Income Total** **Total Rents** \$ \_\_\_\_\_

### Expenses

Advertising	\$ _____	Other Interest	\$ _____
Auto & Travel	\$ _____	Repairs	\$ _____
Cleaning/Maintenance	\$ _____	Supplies	\$ _____
Commissions	\$ _____	Taxes - Real Estate and Other	\$ _____
Insurance	\$ _____	Utilities - Gas, Sewage, Electric, Water, Cable	\$ _____
Legal/Professional Fees	\$ _____	_____	\$ _____
Management Fees/Association Fees	\$ _____	_____	\$ _____
Mortgage Interest (Form 1098)	\$ _____	_____	\$ _____

**TOTAL EXPENSES** \$ \_\_\_\_\_

### New Assets Purchased / Capital Improvements

<u>Description</u>	<u>New / Used</u>	<u>Date Purchased</u>	<u>Amount</u>
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

**TOTAL ASSETS PURCHASED** \$ \_\_\_\_\_

**NET INCOME** \$ \_\_\_\_\_

### Vehicles Used In Business

Do you have written records?  Yes  No

**Standard Mileage Allowance\***

	Car #1	Car #2
Total miles driven for year	_____	_____
Miles used for business	_____	_____
Miles used for commuting	_____	_____
Miles used for personal use	_____	_____
Parking fees & tolls	_____	_____

\* If you prefer to list actual expenses, see page 2

**New Business Auto This Year**

	Car #1	Car #2
Total cost of New Auto	_____	_____
Date purchased	_____	_____
Old Auto continued use for business?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Trade-in value or sale price of old auto</b>	_____	_____

**Itemized Expenses for Vehicle used in Business**

If you prefer to list actual expenses and use your vehicle **more than 50%** for business purposes then list actual expenses below. *If you are taking per mile allowance then skip the actual expenses below.*

<u>Vehicle Actual Expenses:</u>	Car #1	Car #2
Repairs/Parts (incl. batteries, oil, washing, etc.)	_____	_____
Auto Fuel	_____	_____
Auto License Fees	_____	_____
Auto Insurance	_____	_____
Other (give list)	_____	_____
Interest on business auto debt	_____	_____