

LANDLORDS (RENTAL INCOME & EXPENSES)



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Client Name: _____

Property Address: _____

Tax Year: _____

INCOME (FILL OUT 1 WORKSHEET FOR EACH UNIT/PROPERTY)

Dates Rented & Rent Received

Date Range	Income (or vacant)
	\$
	\$
	\$
	\$

During the tax year:

How many days was the unit unrented & vacant?

Did you collect any new security deposits?

Did any client forfeit a deposit?

Did you earn any interest on deposits?

Did you pay any such interest to tenants?

Did you use the property yourself?

NEW APPLIANCES/FURNISHINGS

Description (indicate "new" or "used")	Cost	Purchase Date	Date Install/Deliver
	\$		
	\$		
	\$		
	\$		

NEW IMPROVEMENTS

Improvements increase the value of the property or adapt it to a new or different use. Expenses that maintain the property or return it to its original condition are **Repairs** and should be recorded on page 2.

Description	Cost	Date Paid	Date Completed
	\$		
	\$		
	\$		
	\$		

FIRST YEAR INFORMATION

If this is the first year you are renting the property **OR** the first year that Brent Financial Group is preparing your tax return, please provide the following information:

What date did you first rent the property?

How much was the property worth in the year you first rented it?

How much land does the property sit on?

How and when did you acquire the property?

If purchased/built, how much did you pay for it?
(Provide closing statement if available)

If inherited, how much was it worth on that date?

If a gift, how and when did the donor acquire?

Between the date you acquired and date of first

rental, did you make any improvements?

CURRENT YEAR EXPENSES

PROPERTY EXPENSE

Mortgage Interest	
Property Tax	
School Tax	
County/Village Tax	

State Sales Tax	
Homeowners Association	
Special Assessments	
Insurance	

UTILITIES

Gas / Electric	
Oil / Propane	
Water / Sewer	

Trash / Recycling	
Cable / Satellite	

MAINTENANCE

Cleaning	
Lawn Care / Landscaping	
Plowing	

Painting	
Repairs (describe):	
Supplies (non-office)	

PROFESSIONAL FEES

Legal Fees	
Tax Prep / Accounting	
Broker Commission	

Caretaker / Manager	
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OFFICE EXPENSES

Computer Supplies	
Office Supplies	
Postage / Shipping	

OTHER

Advertising	
Inspections	
Permits / Licenses	

Also see: [Vehicle, Meal, Travel & Entertainment worksheet](#)