

Rental Property Organizer

You need to report rental income and expenses if you rented real estate for a profit for more than 14 days during the year. If you had rental income but did not rent property for a profit, you must still report income and expenses, but additional rules apply.

- **Report income and expenses for each property separately** using worksheets [A](#), [B](#), [C](#), [D](#). Do not combine income and expenses for multiple properties.
- **If you purchased or sold a rental property during the year**, please bring copies of the [HUD-1 Settlement Statement](#) and closing papers for each sale, purchase, or refinance.
- **If you are a first-time customer** of Pacific Northwest Tax Service, please bring us copies of your prior two years of returns and depreciation schedules.
- **Improvements to property costing more than \$2,500 must be depreciated**. Examples of improvements:
 - New roof, deck, fence, or siding
 - New furnace, dishwasher, range, or other appliance
 - Remodeling, room additions, electrical, and plumbing upgrades
 - Landscaping, trees, and shrubs
 - New carpet or other flooring, and insulation
 - New cabinetry or furnishings
- **Complete the “[Asset Depreciation Worksheet](#)” at the bottom of this page for all improvements** made during the year. Use this rental property organizer to assist with organization of your business information and records.
- **If you use QuickBooks, Quicken, or Excel**, you can provide us with a backup file of your records rather than completing the income and expense sections of this organizer.
- **If you would like our accounting staff to prepare a business profit and loss for you**, we will need you to provide us with the following documents:
 - Business bank statements and credit card statements for all months of the year
 - Receipts for cash purchases not shown on bank or credit card statements
 - Checkbook register (identify all checks by entering an expense category in the memo section)
- **To minimize accounting and bookkeeping errors and costs**, we strongly recommend you do not mix personal and business expenses. You may transfer funds to and from your business and personal accounts.
 - Identify a personal withdrawal of funds from your business account as “Owner Draw”
 - Identify a deposit of personal funds to your business account as “Owner Contribution”
- **If you made payments of \$600 or more during the year** to an attorney or an unincorporated business such as an LLC, sole-proprietor, or landlord, you must issue [Forms 1099-MISC](#) to these businesses or individuals.
 - Did you issue forms 1099-MISC where so required? Yes ☐ No ☐
 - If not, do you want us to prepare forms 1099-MISC for you? Yes ☐ No ☐

Asset Depreciation Worksheet

- **You must report all business assets you purchase and all assets you dispose of.** This includes equipment, tools, furniture, technology, and any other property used in your business.
- **Any asset with a useful life longer than one year and a cost of more than \$2,500 per invoice item must be capitalized and depreciated**, rather than deducted as a current-year expense.
- Provide the following information for each asset bought or sold this year: (Eg: new carpet, roof, appliances, new remodels, new HVAC System, exterior improvements, additions, electrical system and plumbing upgrades)

Property Improvements and Assets Purchased			Property and Assets Sold or Disposed of		
Description	Date bought	Cost	Description	Disposition date	Sales price

Business Use of Automobile

IMPORTANT: you must keep documentation to prove business use of a vehicle.

If you used your automobile for active conduct of your rental business, you can claim expenses for business use of your vehicle. You must have proof of business use in the form of a mileage log or a written calendar unless you can show your vehicle was 100% business use.

You may be eligible to claim a standard mileage rate or claim actual operational expenses for your vehicle. In either case, **you must maintain written records to support your deduction.**

Provide ALL the following information for EACH vehicle you used for your business

Purchase price of vehicle		\$		
Description (<i>model and year</i>)		Date vehicle was first used in your business:		
Odometer reading on January 1:		Odometer reading on December 31:		
Commuting miles (miles you drove to/from job)		Average # of days you commute each week _____		
For each rental property, please provide	Property A	Property B	Property C	Property D
Rental miles (miles you drove for rental property, for each half of the year)				
Interest paid on auto loan for this vehicle \$		Tolls and Parking		
Was the vehicle available for personal use? Yes <input type="checkbox"/> No <input type="checkbox"/> Is another personal-use auto available? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Was the standard mileage rate used last year? Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know <input type="checkbox"/>				

Automobile Expenses (provide these expenses if you are NOT claiming the standard mileage rate)

Garage rent	\$	Oil	\$		\$
Gas	\$	Repairs	\$		\$
Insurance	\$	Tires	\$		\$
Licenses	\$	Registration fees	\$		\$
Lease payments	\$	Other	\$		

Travel Expense Worksheet

Meal Per Diem (Important facts)

- For each day you traveled away from home for your rental business outside the metro area, you may claim the actual cost of your lodging and meals. For meals only, you may claim a daily per diem amount instead of the actual costs.
- The daily per diem amount varies depending on the city and country you traveled to. To calculate the per diem amount you can claim, provide details of each city that you travelled to for business during the year and the number of days in each city. **PNW Tax will determine the rate and total deduction amounts, so leave those columns blank.**
- You can alternate between actual expenses and the per diem method for each business trip; however, you may not use both per diem and actual for the same business trip.
- Please indicate which rental property you traveled for by entering Property A, B, C, or D next to the city visited.

City visited	# Days	x Rate	= Total	City visited	# Days	X Rate	= Total
Travel Expenses		\$		Travel Expenses		\$	
Airfare				Lodging			
Bus, train, taxi				Parking & tolls			
Entertainment				Other travel (<i>describe below</i>)			
Meals - actual receipts							
(only for trips where you are NOT claiming daily per diem rate)							

Property A - Check the type of property	
Single family <input type="checkbox"/> Multi-family <input type="checkbox"/> Vacation/short-term <input type="checkbox"/> Land <input type="checkbox"/> Commercial <input type="checkbox"/> Self-rental <input type="checkbox"/> Other (describe) _____	
Property Address _____	
City _____	State _____ Zip _____
Fair rental value (per month)	
Number of days rented at fair rental value	
Number of days vacant	
Number of days of personal use	
Number of days you stayed at the property to do maintenance or improvements	
Is this property rented to a related person ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Income	\$
Total rents received	
Non-refundable deposits received	
Refundable rental deposits received	
Rental deposits forfeited by tenants	
Value of service or property received in lieu of rent from tenant	
Rents refunded to tenant	
Total rental income for year	
Expenses	\$
Advertising	
Auto & travel (complete worksheets on page 2)	
Association dues/fees	
Cleaning & maintenance	
Commissions	
Insurance	
Improvements/appliances (list on page 1)	
Legal & professional	
Management fees	
Interest – mortgage paid to banks	
Interest - other	
Repairs (list improvements on page 1)	
Supplies & small appliances under \$2,500	
Taxes (property/city/occupancy)	
Utilities – electric, gas	
Utilities – water, sewer, garbage	
Internet, telephone, & cell phone	
Yard/landscaping maintenance	
Other Expenses	
Total rental expenses for year:	

Property B - Check the type of property	
Single family <input type="checkbox"/> Multi-family <input type="checkbox"/> Vacation/short-term <input type="checkbox"/> Land <input type="checkbox"/> Commercial <input type="checkbox"/> Self-rental <input type="checkbox"/> Other (describe) _____	
Property Address _____	
City _____	State _____ Zip _____
Fair rental value (per month)	
Number of days rented at fair rental value	
Number of days vacant	
Number of days of personal use	
Number of days you stayed at the property to do maintenance or improvements	
Is this property rented to a related person ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Income	\$
Total rents received	
Non-refundable deposits received	
Refundable rental deposits received	
Rental deposits forfeited by tenants	
Value of service or property received in lieu of rent from tenant	
Rents refunded to tenant	
Total rental income for year	
Expenses	\$
Advertising	
Auto & travel (complete worksheets on page 2)	
Association dues/fees	
Cleaning & maintenance	
Commissions	
Insurance	
Improvements/appliances (list on page 1)	
Legal & professional	
Management fees	
Interest – mortgage paid to banks	
Interest - other	
Repairs (list improvements on page 1)	
Supplies & small appliances under \$2,500	
Taxes (property/city/occupancy)	
Utilities – electric, gas	
Utilities – water, sewer, garbage	
Internet, telephone, & cell phone	
Yard/landscaping maintenance	
Other Expenses	
Total rental expenses for year:	

Property C - Check the type of property

Single family ☐ Multi-family ☐ Vacation/short-term ☐ Land ☐
Commercial ☐ Self-rental ☐ Other (describe) _____

Property Address _____
City _____ **State** _____ **Zip** _____

Fair rental value (per month)	
Number of days rented at fair rental value	
Number of days vacant	
Number of days of personal use	
Number of days you stayed at the property to do maintenance or improvements	
Is this property rented to a related person ?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Income	\$
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Total rents received	
Non-refundable deposits received	
Refundable rental deposits received	
Rental deposits forfeited by tenants	
Value of service or property received in lieu of rent from tenant	
Rents refunded to tenant	
Total rental income for year	

Expenses	\$
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Advertising	
Auto & travel (complete worksheets on page 2)	
Association dues/fees	
Cleaning & maintenance	
Commissions	
Insurance	
Improvements/appliances (list on page 1)	
Legal & professional	
Management fees	
Interest – mortgage paid to banks	
Interest - other	
Repairs (list improvements on page 1)	
Supplies & small appliances under \$2,500	
Taxes (property/city/occupancy)	
Utilities – electric, gas	
Utilities – water, sewer, garbage	
Internet, telephone, & cell phone	
Yard/landscaping maintenance	
Other Expenses	
Total rental expenses for year:	

Property D - Check the type of property

Single family ☐ Multi-family ☐ Vacation/short-term ☐ Land ☐
Commercial ☐ Self-rental ☐ Other (describe) _____

Property Address _____
City _____ **State** _____ **Zip** _____

Fair rental value (per month)	
Number of days rented at fair rental value	
Number of days vacant	
Number of days of personal use	
Number of days you stayed at the property to do maintenance or improvements	
Is this property rented to a related person ?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Income	\$
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Total rents received	
Non-refundable deposits received	
Refundable rental deposits received	
Rental deposits forfeited by tenants	
Value of service or property received in lieu of rent from tenant	
Rents refunded to tenant	
Total rental income for year	

Expenses	\$
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Advertising	
Auto & travel (complete worksheets on page 2)	
Association dues/fees	
Cleaning & maintenance	
Commissions	
Insurance	
Improvements/appliances (list on page 1)	
Legal & professional	
Management fees	
Interest – mortgage paid to banks	
Interest - other	
Repairs (list improvements on page 1)	
Supplies & small appliances under \$2,500	
Taxes (property/city/occupancy)	
Utilities – electric, gas	
Utilities – water, sewer, garbage	
Internet, telephone, & cell phone	
Yard/landscaping maintenance	
Other Expenses	
Total rental expenses for year:	