

# Rental/Royalty Income and Expenses

If more than two properties, please copy this form.

# 4

➤ Name/s of Owner/s:

**A** Did you make any payments in 2011 that would require you to file Form(s) 1099? (See instructions)  YES  NO

**B** If "Yes" did you or will you file all required 1099 forms  YES  NO

Description	Property A	Property B
Please check type of Income: If royalty, go to line 1 and then to line 4.	<input type="checkbox"/> RENTAL <input type="checkbox"/> ROYALTY	<input type="checkbox"/> RENTAL <input type="checkbox"/> ROYALTY
<b>1</b> Please describe property: (apartment, store, private house, etc.)		
<b>1a</b> Rental Property Street Address:		
<b>b</b> Rental Property City and State:		
<b>c</b> Owners: please check (T) Taxpayer (S) Spouse or (J) Joint	<input type="checkbox"/> T <input type="checkbox"/> S <input type="checkbox"/> J	<input type="checkbox"/> T <input type="checkbox"/> S <input type="checkbox"/> J
<b>d</b> Did you sell this property in <b>2010</b> ? If yes, see other side of sheet.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>e</b> Did you maintain a personal residence in the same building? ♦	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>f</b> Square footage of: Rental Apt(s) / Building / Percentage Rental ❖		
<b>2a</b> Is this a Vacation Home? If no, skip to line 3.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>b</b> Did you / your family occupy this property at any time during the year?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>c</b> How many days / months did you rent this property?		
<b>d</b> How many days did you / your family occupy this property?		
<b>e</b> Percentage of your / your family personal use.	%	%

**Type of Property:** PLEASE CHECK BOX THAT APPLIES:  **1** SINGLE FAMILY RESIDENCE  **2** MULTI-FAMILY RESIDENCE  **3** VACATION SHORT-TERM RENTAL  
 **4** COMMERCIAL  **5** LAND  **6** ROYALTIES  **7** SELF-RENTAL  **8** OTHER (DESCRIBE):

	Property A				Property B			
	Total Amt. Expended	% Alloc.	Rental Amount	Leave Blank	Total Amt. Expended	% Alloc.	Rental Amount	Leave Blank
<b>3a</b> Merchant Card / 3rd Party Payments								
<b>3b</b> Rental Income								
<b>4</b> Royalty Income								
<b>Expenses</b>								
<b>5</b> Advertising								
<b>6</b> Auto & Travel (See Sheet #2)								
<b>7</b> Cleaning & Maintenance								
<b>8</b> Commissions								
<b>9</b> Insurance								
<b>10</b> Legal & Accounting								
<b>11</b> Management /Co-op /Condo Fees								
<b>12</b> Mortgage Interest								
<b>13</b> Other Interest								
<b>14</b> Repairs (list):								
<b>16</b> Taxes								
<b>17</b> Utilities								
<b>18</b> Equipment/Furniture & Improvements ❖								
<b>19</b> Other (list):								
<b>Income Transferred to Sheet #3</b>								
<b>20</b> Total Expenses								
<b>21</b> Net								

**Important Notes** ♦ If you live in a building that includes a rental apartment, you must prorate the expenses that are shared by the two (or more) units.  
 ❖ If you provided us with this information in prior years, it is not necessary to do so again.  
 ❖ See other side of sheet.

## Rental Property Depreciation Statement

ENTER CURRENT YEAR'S COSTS FIRST. DO NOT ENTER PRIOR YEARS COSTS IF WE PREPARED YOUR LAST YEAR'S TAX RETURN.

Description	PROPERTY		DATE			TOTAL COST	LAND VALUE	RENTAL % USE	BASIS LEAVE BLANK	YEARS LEAVE BLANK	DEPREC LEAVE BLANK
	A	B	ACQUIRED								
Rental Property											
Rental Property											
Improvement:											
Improvement:											
Improvement:											

## Equipment and Furniture in or used for Rental Units

ENTER CURRENT YEAR'S COSTS FIRST. DO NOT ENTER PRIOR YEARS COSTS IF WE PREPARED YOUR LAST YEAR'S TAX RETURN.

Description of Assets each costing \$500 or more	PROPERTY		DATE			TOTAL COST	RENTAL % USE	YEARS	DEPRECIATION	
	A	B	ACQUIRED						LEAVE BLANK	CUMULATIVE

Did you sell any property previously deducted in this section?  YES  NO

IF YES, PLEASE PROVIDE CLOSING STATEMENTS OF THE BUY AND SALE OF THE SOLD PROPERTY

	Property A	Property B
Sale Date:		
Sale Amount:	\$	\$