

**RENTAL PROPERTY WORKSHEET**  
**100% TENANT OCCUPIED**

Property Description \_\_\_\_\_  
 Property Location \_\_\_\_\_

Rental Income

**Expenses:**

Advertising	<div style="border: 1px solid black; height: 15px;"></div>
Miles Driven to manage/repair/maintain	<div style="border: 1px solid black; height: 15px;"></div>
Travel to distant located property (air/hotel/car)	<div style="border: 1px solid black; height: 15px;"></div>
Cleaning	<div style="border: 1px solid black; height: 15px;"></div>
Maintenance	<div style="border: 1px solid black; height: 15px;"></div>
Snow Plow	<div style="border: 1px solid black; height: 15px;"></div>
Landscaping	<div style="border: 1px solid black; height: 15px;"></div>
Commissions to brokers to rent property	<div style="border: 1px solid black; height: 15px;"></div>
Insurance	<div style="border: 1px solid black; height: 15px;"></div>
Legal Fees	<div style="border: 1px solid black; height: 15px;"></div>
Mortgage Interest (I need to see Form 1098's)	<div style="border: 1px solid black; height: 15px;"></div>
Repairs	<div style="border: 1px solid black; height: 15px;"></div>
Painting	<div style="border: 1px solid black; height: 15px;"></div>
New Carpeting/flooring	<div style="border: 1px solid black; height: 15px;"></div>
Plumbing	<div style="border: 1px solid black; height: 15px;"></div>
Electrical	<div style="border: 1px solid black; height: 15px;"></div>
Misc supplies	<div style="border: 1px solid black; height: 15px;"></div>
Furniture	<div style="border: 1px solid black; height: 15px;"></div>
Real Estate Taxes	<div style="border: 1px solid black; height: 15px;"></div>
Water bills	<div style="border: 1px solid black; height: 15px;"></div>
Heating bills	<div style="border: 1px solid black; height: 15px;"></div>
Electric bills	<div style="border: 1px solid black; height: 15px;"></div>
Postage	<div style="border: 1px solid black; height: 15px;"></div>
Bank charges for separate account for this property	<div style="border: 1px solid black; height: 15px;"></div>
IF condo, Condo fees	<div style="border: 1px solid black; height: 15px;"></div>

**IMPROVEMENTS:**

Description _____	Date Purchased Or completed	Amount Spent
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Note - Improvements would include appliances, roof, new furnace, major renovations (kitchens, baths, decks)  
 Merely painting or changing fixtures is not an improvement, it is "maintenance", or "plumbing".  
 Taking a kitchen or bath, down to the studs and starting over - that is an improvement. Replacing a few windows is  
 a "repair". Replacing every window is improvement. All new siding is improvement. Painting house is "painting".