RENTAL PROPERTY WORKSHEET LESS THAN 100% TENANT OCCUPIED

Property Description			
Property Location			
Percentage of property occupied by tenant	%		
Rental Income			
Expenses:	Specific to	Common	Owner's
	Tenant Space	Expenses	Space
Advertising		///////////////////////////////////////	///////////////////////////////////////
Miles Driven to manage/repair/maintain			///////////////////////////////////////
Cleaning		///////////////////////////////////////	///////////////////////////////////////
Maintenance			
Snow Plow	///////////////////////////////////////		///////////////////////////////////////
Landscaping	///////////////////////////////////////		///////////////////////////////////////
Commissions to brokers to rent property		///////////////////////////////////////	///////////////////////////////////////
Insurance	///////////////////////////////////////		///////////////////////////////////////
Legal Fees		///////////////////////////////////////	///////////////////////////////////////
Mortgage Interest (I need to see Form 1098's)	///////////////////////////////////////		///////////////////////////////////////
Repairs			
Painting			
New Carpeting/flooring			
Plumbing		<u> </u>	
Electrical			
Misc supplies	—	<u> </u>	
Furniture	—	///////////////////////////////////////	
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Real Estate Taxes	///////////////////////////////////////	<u> </u>	///////////////////////////////////////
Water bills	<u> </u>		///////////////////////////////////////
Heating bills			///////////////////////////////////////
Electric bills			///////////////////////////////////////
Postage			///////////////////////////////////////
Bank charges for separate account for this property		///////////////////////////////////////	///////////////////////////////////////
IMPROVEMENTS:			
INFROVENIENTS.	Date Purchased	Amount	Tenant
Description	Or completed	Spent	Space Y/N
Description	Or completed	<u> Эрепі</u>	Space 1/N
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Note - Improvements would include appliances, roof, new furnace, major renovations (kitchens, baths, decks) Merely painting or chaning 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".