

2018 Rental Income

Please complete this form to report Rental income and expenses. Additional forms can be printed from our website at: www.churchwelltax.com/resources or give us a call and we will be happy to send you more.

1. Rental Information

Property Details

Type of Property:

- Single Family Residence Multiple Family Residence
 Vacation Property Commercial
 Bare Land

Address

Number of Days Rented

Number of Personal Use Days

2. Vehicle Expense

Indicate Vehicle Expenses related to rental operations

Vehicle 1

Vehicle Make/Model/Year

Date Purchased

Beginning/Ending Mileage for Year /

Total Miles (Including Personal)

Rental Related Miles

 Is the vehicle leased? Yes No

 Do you have written records to support use? Yes No

 Was another vehicle available for personal use? Yes No

Cost of Fuel, Repairs & Maintenance

Cost of Insurance, Licence & Fees

Vehicle 2

Vehicle Make/Model/Year

Date Purchased

Beginning/Ending Mileage for Year /

Total Miles (Including Personal)

Rental Related Miles

 Is the vehicle leased? Yes No

 Do you have written records to support use? Yes No

 Was another vehicle available for personal use? Yes No

Cost of Fuel, Repairs & Maintenance

Cost of Insurance, Licence & Fees

3. Income & Expenses

A. Income

Rents Received

Other Income

B. Expenses

Advertising

Auto ----- Complete section 2 -----

Travel

Airfare, Train, Etc.

Lodging

Auto Rental, Bus, Taxi, Etc.

Out of Town Laundry

Cleaning & Maint.

Commissions

Insurance

Professional Fees

Management Fees

Mortgage Interest

Other Interest

Repairs

Supplies

Real Estate Taxes

Other Taxes

Utilities

Other (Specify):

4. Assets & Improvements

On a separate sheet, please provide a list of all rental assets & improvements.

Please include:

- **Assets acquired or major repairs/improvements made during this tax year.**
Indicate date, amount paid, and any trade-in.
- **Assets disposed of in this tax year.**
Indicate any gain or loss on the asset sale, or if asset was "junked."
- **Prior Depreciation.**
For new clients, please provide the depreciation report from your last year's tax return, including detailed asset list and asset life history.

5. Business Use of Home

To qualify, an "office in the home" must be used exclusively and on a regular basis (a) as your principal place of business, or (b) by patients, clients, or customers in meeting and dealing with you in a normal course of business. A home office will qualify as your principal place of business if: 1) You use it exclusively and regularly for the administrative or management activities of your trade or business, and 2) You have no other fixed location where you conduct substantial administrative or management activities of your trade or business. If you are an employee, the home office use must also be for the convenience of the employer. Enter 100% of home taxes and mortgage interest under Itemized Deductions on the Tax Organizer for individuals, Sections 7B&C.

A. Area of Home

Total Square Footage of Home

Square Footage of Area used for Business

B. Home Office Expenses

\$ Amount	Expense applies to:	
Insurance	<input type="checkbox"/> Entire Home	<input type="checkbox"/> Office Only
Rent	<input type="checkbox"/> Entire Home	<input type="checkbox"/> Office Only
Repairs & Maint.	<input type="checkbox"/> Entire Home	<input type="checkbox"/> Office Only
Utilities	<input type="checkbox"/> Entire Home	<input type="checkbox"/> Office Only
Other (Specify):	<input type="checkbox"/> Entire Home	<input type="checkbox"/> Office Only
Other (Specify):	<input type="checkbox"/> Entire Home	<input type="checkbox"/> Office Only

6. Additional Requirements

- Please provide copies of the following documents if applicable:**
- Balance Sheet for tax year
 - Profit & Loss for tax year
 - Forms 1099 issued
 - Forms 1099 received
 - Any notices received from Tax Agencies for the tax year

7. Additional Notes

8. Signature

We will complete your return based on the information provided. We will not be able to complete returns where we have reasonable suspicion that the information provided is intentionally incomplete or inaccurate.

If you are having problems providing accurate financial statements, bookkeeping services are available for an additional fee.

To the best of my knowledge, all of the information contained within this document is true, correct, and complete.

Sign:

Date:
