

# Real Estate Income & Expense Worksheet

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Tax & Financial Year \_\_\_\_\_  
 Federal ID # \_\_\_\_\_

Name \_\_\_\_\_

Name of Broker \_\_\_\_\_

Address of Business \_\_\_\_\_

How many months was this business in operation during the year? 12 Months  or From \_\_\_\_\_ To \_\_\_\_\_

How many hours during the year did you and/or your spouse devote to this business? Full time  or # of hours \_\_\_\_\_

Is any portion of your investment in this business not subject to payback by you? Yes  No

## Business Income

1099-Misc. Bring in ALL 1099's received.  
 Include Non-employees Amount in Gross Sales  
 Do your records agree Y  
 with the amount reported? N

Did you receive \$10,000 in actual cash from any individual at any one time- or in accumulated amounts- during this tax year?

COMMISSIONS	
REFERRAL FEES	
RETURNS/REFUNDS	
OTHER INCOME	

## Sales of Equipment, Machinery, Land, Buildings Held for Business Use

Kind of Property	Date Acquired	Date Sold	Gross Sales Price	Expenses of Sale	Original Cost

## Car and Truck Expense

	vehicle 1	vehicle 2
Year and Make of Vehicle		
Date Purchased (mdy)		
Ending Odometer Reading (Dec 31)		
Beginning Odometer Reading (Jan 1)		
Total Miles Driven (End Odo- Begin Odo)		
Total Business Miles (Do you have another vehicle?)		
Total Commuting Miles		
Parking Fees and Tolls		
License Plates		
Interest		
Continue only if you take actual expenses.		
Gas, oil, lube, repairs, tires, batteries, insurance, etc.		
Lease Cost		

- Business Miles (examples)
- \_\_\_\_\_ Bank Trips
  - \_\_\_\_\_ Client Meetings
  - \_\_\_\_\_ Continuing Education
  - \_\_\_\_\_ Escrow & Loan Office
  - \_\_\_\_\_ Professional Meetings
  - \_\_\_\_\_ Showing Property
  - \_\_\_\_\_ Viewing Property
  - \_\_\_\_\_ Other
- Commuting Miles (to office)

**ORDINARY & NECESSARY BUSINESS EXPENSES (continued)**

<b>Advertising Promotion*</b>		<b>Expenses* (Away from home overnight)</b>	
<b>Commissions &amp; Fees Paid*</b>		<b>Lodging</b>	
<b>Employee Insurance</b>		<b>Meals &amp; Tips (separate from other costs)</b>	
<b>Owner / Employer Insurance</b>		<b>Other:</b>	
<b>Business &amp; Liability</b>		<b>Convention Fees</b>	
<b>Interest: Mortgage Paid to Financial Inst.</b>		<b>Airplane or train fares</b>	
<b>    Paid to Individual</b>		<b>Auto Rental, taxis or bus fare</b>	
<b>Other Interest: (Do not include auto or truck)</b>		<b>Meals &amp; Entertainment*</b>	
<b>    List Life insurance loans separately</b>		<b>Business Meals</b>	
<b>    Business <i>only</i> credit card</b>		<b>Gifts (Limit \$25 per individual or couple)</b>	
<b>Legal and Professional:</b>		<b>Tickets</b>	
<b>Office Expense:</b>		<b>Tickets to charitable events</b>	
<b>Repairs and Maint. To sell Property</b>		<b>Utilities &amp; Telephone</b>	
<b>Rent/Lease: Machinery</b>		<b>Electricity (business)</b>	
<b>    Station rent</b>		<b>Natural gas/heating fuel (business)</b>	
<b>    Other bus. property, storage fee</b>		<b>Garbage, water, sewer (business)</b>	
		<b>Telephone</b>	
<b>Supplies: Misc. Not included elsewhere</b>		<b>Business Long Distance</b>	
<b>Real Estate License</b>		<b>Faxes, paging service, cellular svc</b>	
<b>Taxes: Personal Property</b>		<b>Wages: copy of W-2s/941 if filed</b>	
<b>    Licenses (not auto or truck)</b>		<b>Other expenses:</b>	
<b>    Real Estate of business bldg &amp; Lnd</b>		<b>Appraisal fees</b>	
<b>    Payroll</b>		<b>Arbitration Fees</b>	
<b>Travel: (number of nights away)</b>		<b>Bank Charges</b>	
<b>City_____Nights Out_____ City_____Nights Out_____</b>		<b>Courier and Delivery</b>	
<b>City_____Nights Out_____ City_____Nights Out_____</b>		<b>Lock boxes, keys and locksmiths</b>	
		<b>Open House expenses</b>	
<b>Laundry and Cleaning</b>		<b>Referral fees</b>	
<b>Printing and Copying</b>		<b>Shipping</b>	
		<b>Printing and copying</b>	

**Equipment**

<b>Item Purchased</b>	<b>Date Purchased</b>	<b>Cost (excluding sales tax)</b>	<b>Item Traded</b>	<b>Additional Cash Paid</b>	<b>Business Use</b>	<b>Other Information</b>

1099s: Amounts of \$600 or more paid to individuals (not corporation) for rent, interest, or services rendered to you in your business, require information returns to be filed by payer. Due date of return is January 31. Nonfiling penalty can be \$150 per recipient. If recipient does not furnish you with his/her Social Security Number, you are required to withhold 31% of the payment(s).

<b>Name</b>	<b>Address</b>	<b>Social Security #</b>	<b>Amount</b>	<b>Purpose of Payment</b>
_____	_____	_____	_____	_____

Sign here \_\_\_\_\_