

BookSmart, LLC

Bookkeeping & Accounting



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Schedule E, Rental Property Checklist

For each property owned you will need:

Income

- Rent received (include deposits only if not returned to renter)
- Depreciation schedule or copies of all tax returns since purchase

Expenses

- Advertising
- Auto travel (mileage to and from property to collect rent or make repairs)
- Cleaning and maintenance
- Commissions paid
- Insurance
- Legal & professional fees paid
- Management fees
- Mortgage interest
- Repairs costs
- Supplies
- Real estate taxes
- Utilities
- Lawn care
- Snow removal
- City code fees
- Other costs not listed here

Expenses

- Advertising
- Commissions paid
- Liability insurance
- Interest paid
- Legal & professional fees paid
- Office supplies
- Rent paid
- Dues & subscriptions
- Travel expense
- Meals & entertainment
- Utilities
- Bank charges
- List of assets (cost & date acquired)
- Health insurance premiums

Office in home

- Total square feet of home
- Total square feet of office
- Mortgage interest
- Real estate taxes
- Utilities paid
- Home repairs
- Home insurance