Tax Year:		January			February			March			April	
	Apt 1	Apt 2	Apt 1&2	Apt 1	Apt 2	Apt 1&2	Apt 1	Apt 2	Apt 1&2	Apt 1	Apt 2	Apt 1&2
Income												
Security Deposit Received												
Rent received												
Late Fee Received												
Other:												
Expenses												
Advertising Fee												
Auto and Travel												
Miles Driven												
Parking and tolls												
Cleaning												
Maintenance*												
Commissions												
Insurance												
Legal & Professional Fees												
Accounting & Tax prep												
Legal												
Management Fees												
Mortgage Payment												
Interest Portion												
Principle Portion												
Other Interest												
Repairs**												
Supplies												
Property Tax Paid												
Utilities												
HOA Dues												
Lawn Care/Snow Plowing												
License and Inspection												
Improvements***												
Other:												
Other:												
Other:												

<sup>\*</sup>Maintenance: The action of maintaining the status quo, preventing deterioration.

<sup>\*\*</sup>Repairs: The action of mending something to its original condition.

<sup>\*\*\*</sup>Improvements: The action of changing the condition to a value greater than the original.

Tax Year:	May				June			July		August			
	Apt 1	Apt 2	Apt 1&2	Apt 1	Apt 2	Apt 1&2	Apt 1	Apt 2	Apt 1&2	Apt 1	Apt 2	Apt 1&2	
Income													
Security Deposit Received													
Rent received													
Late Fee Received													
Other:													
Expenses													
Advertising Fee													
Auto and Travel													
Miles Driven													
Parking and tolls													
Cleaning													
Maintenance*													
Commissions													
Insurance													
Legal & Professional Fees													
Accounting & Tax prep													
Legal													
Management Fees													
Mortgage Payment	_												
Interest Portion	_												
Principle Portion													
Other Interest													
Repairs**													
Supplies													
Property Tax Paid													
Utilities													
HOA Dues													
Lawn Care/Snow Plowing													
License and Inspection													
Improvements***													
Other:													
Other:													
Other:													

<sup>\*</sup>Maintenance: The action of maintaining the status quo, preventing deterioration.

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<sup>\*\*\*</sup>Improvements: The action of changing the condition to a value greater than the original.

Tax Year:	September		]	October			November		December			
	Apt 1	Apt 2	Apt 1&2	Apt 1	Apt 2	Apt 1&2	Apt 1	Apt 2	Apt 1&2	Apt 1	Apt 2	Apt 1&2
Income												
Security Deposit Received												
Rent received												
Late Fee Received												
Other:												
Expenses												
Advertising Fee												
Auto and Travel												
Miles Driven												
Parking and tolls												
Cleaning												
Maintenance*												
Commissions												
Insurance												
Legal & Professional Fees												
Accounting & Tax prep												
Legal												
Management Fees												
Mortgage Payment	_											
Interest Portion	_											
Principle Portion												
Other Interest												
Repairs**												
Supplies												
Property Tax Paid												
Utilities												
HOA Dues												
Lawn Care/Snow Plowing												
License and Inspection												
Improvements***												
Other:												
Other:												
Other:												

<sup>\*</sup>Maintenance: The action of maintaining the status quo, preventing deterioration.

<sup>\*\*</sup>Repairs: The action of mending something to its original condition.

<sup>\*\*\*</sup>Improvements: The action of changing the condition to a value greater than the original.

Security Deposit Received Rent received Late Fee Received Other: Expenses Advertising Fee Auto and Travel Miles Driven Parking and tolls Cleaning Maintenance* Commissions Insurance Legal & Professional Fees Accounting & Tax prep Legal  Apt 1 Apt 2 None  Apt 1 Apt 2 None  Which apartment is occupied by someone that is not required to pay rent? Apt 1 Apt 2 None  Apt 1 Apt 2 None  Apt 1 Apt 2 None  Apt 1 Apt 2 Apt 1 Apt 2 Apt 2 Apt 1 Apt 2 Apt 2 Apt 1 Apt 2 Apt 2 Apt 2 Apt 2 Apt 1 Apt 2 Apt 2 Apt 1 Apt 2 Apt 1 Apt 2 Apt 1 Apt 2	Tax Year:	Annual Totals								7	
Security Deposit Received Rent received Late Fee Received Other: Expenses Advertising Fee Auto and Travel Miles Driven Parking and tolls Cleaning Maintenance* Commissions Insurance Legal & Professional Fees Accounting & Tax prep Legal Management Fees Mortgage Payment Interest Portion Other Interest Portion Other Interest Repairs** Supplies Property Tax Paid Utilities HOA Dues HO		Apt 1	Apt 2	Apt 1&2	<u>Improvem</u>	ents and Asset Purchases:		t 1	t 2	0	Which apartment is owner
Rent received Late Fee Received Other:  Expenses Advertising Fee Auto and Travel Miles Driven Parking and tolls Cleaning Commissions Insurance Legal & Professional Fees Accounting & Tax prep Legal Management Fees Mortgage Payment Interest Portion Principle Portion Other Interest  Other Interest  Lawn Care/Snow Plowing Lean Care/Snow Plowing License and Inspection Improvements*** Other: Other	Income				Date	Description	Cost	Ар	Ap	<u> </u>	occupied?
Late Fee Received Other: Expenses Advertising Fee Auto and Travel Miles Driven Parking and tolls Cleaning Maintenance* Commissions Insurance Legal & Professional Fees Accounting & Tax prep Legal Management Fees Mortgage Payment Date Description Principle Portion Other interest Repairs** Supplies Property Tax Paid Utilities HOA Dues Lawn Care/Snow Plowing License and Inspection Improvements*** Other: Other:  Other:  Other:  Date  Date  Date Description Date Date Description Date Date Description Date Date Date Description Date Date Description Date Date Description Date Date Date Date Date Date Date Date	Security Deposit Received										Apt 1
Other: Expenses  Advertising Fee  Auto and Travel  Miles Driven  Parking and tolls  Cleaning  Maintenance*  Commissions  Insurance  Legal & Professional Fees  Accounting & Tax prep  Legal  Management Fees  Mortgage Payment  Interest Portion  Principle Portion  Other Interest  Repairs**  Supplies  Property Tax Paid  Utilities  HOA Dues  Lawn Care/Snow Plowing  License and Inspection  Improvements**  Other:  Other:  Other:     Which apartment is occupied by someone that is not required to pay rent?  Apt 1	Rent received										Apt 2
Expenses Advertising Fee Auto and Travel  Miles Driven Parking and tolls Cleaning Maintenance* Commissions Insurance Legal & Professional Fees Accounting & Tax prep Legal Management Fees Mortgage Payment Interest Portion Principle Portion Other Interest  Repairs** Supplies Property Tax Paid Utilities HOA Dues Lawn Care/Snow Plowing License and Inspection Improvements*** Other:  Which apartment is occupied by someone that is not required to pay rent? Apt 1 Apt 2 None Number of days rented: Apt 1 Apt 2 Number of days rented: Apt 1 Apt 2 Number of days occupied by owner or family/friends where no rent was collected: Apt 1 Apt 2 Number of days occupied by office of the pay rent? Apt 1 Apt 2 Number of days occupied by office occupied by someone that is not required to pay rent? Apt 1 Apt 2 Number of days occupied by office occupied by someone that is not required to pay rent? Apt 1 Apt 2 Number of days occupied by office occupied by someone that is not required to pay rent? Apt 1 Apt 2 Number of days occupied by office occupied by someone that is not required to pay rent? Apt 1 Apt 2 Number of days occupied by office occupied by occu	Late Fee Received										None
Advertising Fee Auto and Travel  Miles Driven Parking and tolls Cleaning Maintenance* Commissions Insurance Legal & Professional Fees Accounting & Tax prep Legal Management Fees Mortgage Payment Interest Portion Other Interest Property Tax Paid Utilities HOA Dues Lawn Care/Snow Plowing License and Inspection Improvements*** Other:  Other:  Which apartment is occupied by someone that is not required to pay rent? Apt 1 Apt 2 Number of days rented: Apt 1 Apt 2 Number of days occupied by someone that is not required to pay rent? Apt 1 Apt 2 Number of days rented: Apt 1 Apt 2 Number of days occupied by someone that is not required to pay rent? Apt 1 Apt 2 Number of days rented: Apt 1 Apt 2 Number of days occupied by someone that is not required to pay rent? Apt 1 Apt 2 Number of days occupied by someone that is not required to pay rent? Apt 1 Apt 2 Number of days occupied by someone that is not required to pay rent? Apt 1 Apt 2 Number of days occupied by someone that is not required to pay rent? Apt 1 Apt 2 Number of days occupied by someone that is not required to pay rent? Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days oc	Other:										
Auto and Travel  Miles Driven Parking and tolls Cleaning Maintenance* Commissions Insurance Legal & Professional Fees Accounting & Tax prep Legal Management Fees Mortgage Payment Interest Portion Principle Portion Other Interest Repairs** Supplies Property Tax Paid Utilities HOA Dues Leaw Care/Snow Plowing License and Inspection Improvements** Other: Other: Other: Other:  Other: Other:  Occupied by someone that is not required to pay rent? Apt 1 Apt 2 Number of days rented: Apt 1 Apt 2 Number of days occupied by someone that is not required to pay rent? Apt 1 Apt 2 Number of days rented: Apt 1 Apt 2 Number of days occupied by someone that is not required to pay rent? Apt 1 Apt 2 Number of days occupied by someone that is not required to pay rent? Apt 1 Apt 2 Number of days occupied by someone that is not required to pay rent? Apt 1 Apt 2 Number of days occupied by someone that is not required to pay rent? Apt 1 Apt 2 Number of days occupied by someone that is not required to pay rent? Apt 1 Apt 2 Number of days occupied by someone that is not required to pay rent? Apt 1 Apt 2 Number of days occupied by someone that is not required to pay rent? Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Apt 3 Apt 2 Apt 3 Apt 2 Apt 2 Apt 3 Apt 2 Apt 3 Apt 2 Apt 3 Apt 2 Apt 3 Apt	Expenses										
Miles Driven Parking and tolls Cleaning Maintenance* Commissions Insurance Legal & Professional Fees Accounting & Tax prep Legal Management Fees Mortgage Payment Interest Portion Principle Portion Other Interest Supplies Property Tax Paid Utilities HOA Dues Lawn Care/Snow Plowing License and Inspection Improvements*** Other: Other:  Management Fees  Sales or Removal of Improvements and Assets: Date Description Sale Price  Apt 1 Apt 2 Number of days rented: Apt 1 Apt 2 Number of days occupied by owner or family/friends where no rent was collected: Apt 1 Apt 2 Number of days occupied by owner or family/friends where no rent was collected: Apt 1 Apt 2 Number of days occupied by owner or family/friends where no rent was collected: Apt 1 Apt 2 Number of days occupied by owner or family/friends where no rent was collected: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days occupied for maintenance purposes: Apt 1 Apt 2 Number of days orcupied for maintenance purposes: Apt 1 Apt 2 Number of days orcupied for maintenance purposes: Apt 1 Apt 2 Number of days orcupied for maintenance purposes: Apt 1 Apt 2 Number of days orcupied for maintenance purposes: Apt 1 Apt 2 Number of days orcupied for maintenance purposes: Apt 1 Apt 2 Number of days orcupied for maintenance purposes: Apt 1 Apt 2 Number of days orcupied for maintenance purposes: Apt 1 Apt 2 Number of days orcupied for maintenance purposes: Apt 1 Apt 2 Number of days orcupied for maintenance purposes: Apt 1 Apt 2 Number of days orcupied for maintenance purposes: Apt 1 Apt 2 Number of days orcupied for maintenance purposes: Apt 1 Apt 2 Number of days orcupied for maintenance purposes: Apt 1 Apt 2 Number of days orcupied for maintenance purposes: Apt 1 Apt 2 Number of days orcupied for maintenance purposes: Apt 1 Apt 2 Number of days orcupied for maintenance purposes: Apt 1 Apt 2 Number of days orcupied for maintenance purposes: Apt 1 Apt 2 Number of days orcupied for maintenance purposes: Apt 1 Apt 2 Number of days orcupied for	Advertising Fee										Which apartment is
Parking and tolls Cleaning Maintenance* Commissions Insurance Legal & Professional Fees Accounting & Tax prep Legal Management Fees Mortgage Payment Interest Portion Principle Portion Other Interest  Repairs** Supplies Property Tax Paid Utilities Lawn Care/Snow Plowing License and Inspection Improvements*** Other: O	Auto and Travel										occupied by someone that is
Cleaning Maintenance* Commissions Insurance Legal & Professional Fees Accounting & Tax prep Legal Management Fees Mortgage Payment Interest Portion Principle Portion Other Interest Supplies Property Tax Paid Utilities HOA Dues Lawn Care/Snow Plowing License and Inspection Improvements** Other: Other: Other: Other:  Matintenance* Number of days rented: Number of days occupied by owner or family/friends where no rent was collected: Apt 1 Apt 2 Number of days occupied by owner or family/friends where no rent was collected: Apt 1 Apt 2 Number of days occupied by owner or family/friends where no rent was collected: Apt 1 Apt 2  Number of days occupied by owner or family/friends where no rent was collected: Apt 1 Apt 2  Number of days occupied for maintenance purposes: Apt 1 Apt 2  Number of days occupied for maintenance purposes: Apt 1 Apt 2  Number of days occupied for maintenance purposes: Apt 1 Apt 2  Number of days occupied for maintenance purposes: Apt 1 Apt 2  Number of days occupied for maintenance purposes: Apt 1 Apt 2  Number of days occupied for maintenance purposes: Apt 1 Apt 2  Number of days occupied for maintenance purposes: Apt 1 Apt 2  Number of days occupied for maintenance purposes: Apt 1 Apt 2  Number of days occupied for maintenance purposes: Apt 1 Apt 2  Number of days occupied for maintenance purposes: Apt 1 Apt 2  Number of days occupied for maintenance purposes: Apt 1 Apt 2  Number of days occupied for maintenance purposes: Apt 1 Apt 2  Number of days occupied for maintenance purposes: Apt 1 Apt 2  Number of days occupied for maintenance purposes: Apt 1 Apt 2  Number of days occupied for maintenance purposes: Apt 1 Apt 2  Number of days occupied by owner or family/friends where no rent was collected: Apt 1 Apt 2  Number of days occupied by owner or family/friends where no rent was collected: Apt 1 Apt 2  Number of days occupied by owner or family/friends where no rent was collected: Apt 1 Apt 2  Number of days occupied by owner or family/friends where no rent was collected: Apt 1 Apt 2  Numbe	Miles Driven										not required to pay rent?
Maintenance*  Commissions  Insurance  Legal & Professional Fees  Accounting & Tax prep  Legal  Management Fees  Mortgage Payment  Interest Portion  Principle Portion  Other Interest  Repairs**  Supplies  Property Tax Paid  Utilities  HOA Dues  Lawn Care/Snow Plowing  License and Inspection  Improvements***  Other:  O	Parking and tolls										Apt 1
Commissions Insurance Legal & Professional Fees Accounting & Tax prep Legal Management Fees Mortgage Payment Interest Portion Principle Portion Other Interest HOA Dues HOA Dues License and Inspection Improvements*** Other: Other: Other:  Other:  Other:  Insurance In	Cleaning										Apt 2
Insurance Legal & Professional Fees Accounting & Tax prep Legal Management Fees Mortgage Payment Interest Portion Principle Portion Other Interest Building Company Tax Paid Utilities HOA Dues License and Inspection Improvements** Other:  Other:  Number of days rented: Apt 1 Apt 2  Number of days occupied by owner or family/friends Number of redays occupied by owner or family/friends Number of days occupied for maintenance purposes: Apt 1 Apt 2  Number of days occupied for maintenance purposes: Apt 1 Apt 2  Number of days occupied for maintenance purposes: Apt 1 Apt 2  Number of days occupied by owner or family/friends Number of days occupied for maintenance purposes: Apt 1 Apt 2  Number of days occupied by owner or family/friends Number of days occupied for maintenance purposes: Apt 1 Apt 2  Number of days occupied by owner or family/friends Number of days occupied for maintenance purposes: Apt 1 Apt 2  Number of days occupied by owner or family/friends Number	Maintenance*										None
Legal & Professional Fees Accounting & Tax prep Legal Management Fees Mortgage Payment Interest Portion Principle Portion Other Interest Repairs** Supplies Property Tax Paid Utilities HOA Dues Lawn Care/Snow Plowing License and Inspection Improvements*** Other: Other: Other:	Commissions										_
Accounting & Tax prep Legal  Management Fees  Mortgage Payment Interest Portion Principle Portion Other Interest Repairs** Supplies Property Tax Paid Utilities HOA Dues Lawn Care/Snow Plowing Ingrovements*** Other: Other: Other: Other:	Insurance										Number of days rented:
Legal  Management Fees  Mortgage Payment  Interest Portion  Principle Portion  Other Interest  Supplies  Property Tax Paid  Utilities  HOA Dues  Lawn Care/Snow Plowing  License and Inspection  Improvements***  Other:  Other:  Other:  Other:  Improvements***  Other:  Other:  Other:  Other:  Improvements***  Other:  Other:  Other:  Improvements***  Improvements***  Other:  Other:  Improvements***  Improvements**  Imp	Legal & Professional Fees										Apt 1
Management Fees  Mortgage Payment  Interest Portion  Principle Portion  Other Interest  Repairs**  Supplies  Property Tax Paid  Utilities  HOA Dues  Lawn Care/Snow Plowing  License and Inspection  Improvements***  Other:  Other:  Other:  Other:  Other:  Management Fees  Sales or Removal of Improvements and Assets:  Date  Description  Sale Price  A v d v d v d v d v d v d v d v d v d v	Accounting & Tax prep										Apt 2
Interest Portion Principle Portion Other Interest Repairs** Supplies Property Tax Paid Utilities HOA Dues Lawn Care/Snow Plowing License and Inspection Improvements*** Other: Other: Other: Other:  Interest Portion  where no rent was collected:  Apt 1  Apt 2  Number of days occupied for maintenance purposes:  Apt 1  Apt 2  Number of days occupied for maintenance purposes:  Apt 1  Apt 2  Number of days property was vacant:  Apt 1  Apt 2  Apt 1  Apt 1  Apt 1	Legal								,		
Interest Portion Principle Portion Other Interest Repairs** Supplies Property Tax Paid Utilities HOA Dues Lawn Care/Snow Plowing License and Inspection Improvements*** Other: Other: Other: Other:  Interest Portion  where no rent was collected:  Apt 1  Apt 2  Number of days occupied for maintenance purposes:  Apt 1  Apt 2  Number of days occupied for maintenance purposes:  Apt 1  Apt 2  Number of days property was vacant:  Apt 1  Apt 2  Apt 1  Apt 1  Apt 1	Management Fees				Sales or Re	emoval of Improvements and Assets	<u>:</u>	t 1	t 2	ð -	Number of days occupied by
Interest Portion Principle Portion Other Interest Repairs** Supplies Property Tax Paid Utilities HOA Dues Lawn Care/Snow Plowing License and Inspection Improvements*** Other: Other: Other: Other:  Interest Portion  where no rent was collected:  Apt 1  Apt 2  Number of days occupied for maintenance purposes:  Apt 1  Apt 2  Number of days occupied for maintenance purposes:  Apt 1  Apt 2  Number of days property was vacant:  Apt 1  Apt 2  Apt 1  Apt 1  Apt 1	Mortgage Payment				Date	Description	Sale Price	Αp	Ap	<u>5</u>	· · · · · · · · · · · · · · · · · · ·
Other Interest  Repairs**  Supplies  Property Tax Paid  Utilities  HOA Dues  Lawn Care/Snow Plowing License and Inspection  Improvements***  Other:  Other:  Other:  Other:  Apt 1  Apt 2  Number of days occupied for maintenance purposes:  Apt 1  Apt 2  Number of days occupied for maintenance purposes:  Apt 1  Apt 2  Number of days occupied for maintenance purposes:  Apt 1  Apt 2  Number of days property was vacant:  Apt 1  Apt 2	Interest Portion										•
Repairs**  Supplies  Property Tax Paid  Utilities  HOA Dues  Lawn Care/Snow Plowing  License and Inspection  Improvements***  Other:  Other:  Other:  Apt 2  Number of days occupied for maintenance purposes:  Apt 1  Apt 2  Number of days occupied for maintenance purposes:  Apt 1  Apt 2  Number of days occupied for maintenance purposes:  Apt 1  Apt 2  Number of days property was vacant:  Apt 2  Apt 2  Number of days occupied for maintenance purposes:  Apt 1  Apt 2  Apt 2  Number of days property was vacant:  Apt 1  Apt 2	Principle Portion										collected:
Supplies Property Tax Paid Utilities HOA Dues Lawn Care/Snow Plowing License and Inspection Improvements*** Other: Other:  Other:  Apt 1  Apt 2  Number of days occupied for maintenance purposes:  Apt 1  Apt 2  Number of days property was vacant:  Apt 1  Apt 2	Other Interest										Apt 1
Property Tax Paid  Utilities  HOA Dues  Lawn Care/Snow Plowing License and Inspection  Improvements***  Other:  Other:  Other:  Apt 1  Number of days occupied for maintenance purposes:  Apt 2  Number of days occupied for maintenance purposes:  Apt 2  Number of days occupied for maintenance purposes:  Apt 1  Apt 2  Apt 1  Apt 2  Apt 1  Apt 1  Other:  Other:	Repairs**										Apt 2
Utilities  HOA Dues  Lawn Care/Snow Plowing  License and Inspection  Improvements***  Other:  Other:  Other:  HOA Dues  Apt 1  Apt 2  Number of days property was vacant:  Apt 1  Apt 1  Apt 1  Apt 1	Supplies										
HOA Dues Lawn Care/Snow Plowing License and Inspection Improvements*** Other: Other: Apt 1  Apt 1  Number of days property was vacant: Apt 1  Apt 1  Apt 1  Apt 2	Property Tax Paid										Number of days occupied
Lawn Care/Snow Plowing License and Inspection Improvements*** Other: Other: Apt 2  Number of days property was vacant: Apt 1	Utilities										for maintenance purposes:
License and Inspection Improvements*** Other: Other: Apt 1	HOA Dues										Apt 1
Other:	Lawn Care/Snow Plowing									SS:	Apt 2
Other:	License and Inspection									dre	
Other:	Improvements***									Ad	Number of days property
Other:         Apt 1           Other:         Apt 2	Other:									£	
Other:	Other:									d(	Apt 1
	Other:										Apt 2

<sup>\*</sup>Maintenance: The action of maintaining the status quo, preventing deterioration.

<sup>\*\*</sup>Repairs: The action of mending something to its original condition.

<sup>\*\*\*</sup>Improvements: The action of changing the condition to a value greater than the original.