

Rental Worksheet

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:												

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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:												

Rental Worksheet

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:												

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Tax Year:	Annual Totals		
	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:			

Improvements and Asset Purchases:

Date	Description	Cost	Apt 1	Apt 2	Apt 1&2

Sales or Removal of Improvements and Assets:

Date	Description	Sale Price	Apt 1	Apt 2	Apt 1&2

Which apartment is owner occupied?

Apt 1 ☐

Apt 2 ☐

None ☐

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 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 property was vacant:

Apt 1

Apt 2

Property Address:

***Maintenance:** The action of maintaining the status quo, preventing deterioration.

****Repairs:** The action of mending something to its original condition.

*****Improvements:** The action of changing the condition to a value greater than the original.