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## Rental Real Estate Property Checklist

Please supply us with the following information if you own real estate that is not your primary residence. The information must be separated by property.

1. Rental Income received
2. Settlement papers from when the property was purchased, called a HUD-1, if not previously provided
3. Estimated value of the land
4. Prior year's depreciation schedule (unless we prepared your return)
5. Number of days in the year the property was used for personal use
6. Number of days the property was rented for the year
7. Expenses related to the property including:
  - a. Advertising
  - b. Auto (mileage) & travel (related to the property)
  - c. Hazard/Fire Insurance
  - d. Bank charges
  - e. Cleaning & maintenance
  - f. Commissions
  - g. Legal and other professional fees
  - h. Management fees
  - i. Mortgage interest paid (we will need the 1098 from the lenders)
  - j. Repairs
  - k. Supplies
  - l. Taxes (such as property taxes)
  - m. Utilities
  - n. Any other expenses related to the property
8. Purchase information on new appliances
9. HUD-1 for any real estate property you sold during the year, and any costs related to the sale of that property.

### *Questions for Claiming Vehicle Expenses:*

- 1) Do you have evidence to support your deduction? Yes No
  - 2) If yes, is the evidence written? Yes No
  - 3) Do you (or your spouse) have another vehicle available for personal use? Yes No
- Recordkeeping: Your vehicle expenses will not be allowed by the IRS without adequate records or sufficient evidence verifying business use. Daily records provide the best protection in case of an audit.