



# Purewal & Ching LLP

Certified Public Accountants

## Real Estate Agents & Brokers

Name: \_\_\_\_\_

Income		Supplies & Expenses	
Income	\$ _____	Advertising, Signs, Flags & Banners	\$ _____
<b>Auto Travel (In Miles)</b>		Attorney & Appraisal Fees	\$ _____
Away from Home Overnight	\$ _____	Bank Charges	\$ _____
Between Jobs or Job Locations	\$ _____	Briefcase	\$ _____
Continuing Education	\$ _____	Business Meals	\$ _____
Meeting	\$ _____	Equipment Repair	\$ _____
Purchasing Job Supplies	\$ _____	Fax Supplies	\$ _____
Seminars	\$ _____	Film & Processing	\$ _____
Parking Fees and Tolls (\$)	\$ _____	Finders Fees	\$ _____
Other:	\$ _____	Gifts, Flowers, & Greeting Cards	\$ _____
<b>Travel - Out of Town</b>		Insurance - E&O and Liability	\$ _____
Airfare	\$ _____	Legal & Professional	\$ _____
Car Rental	\$ _____	Lockboxes, Keys & Locksmith	\$ _____
Taxi, Trains, Buses, Subway	\$ _____	Map Book & Map Software	\$ _____
Parking	\$ _____	Multiple Listing Service (MLS)	\$ _____
Lodging (do not combine meals)	\$ _____	Office Expenses	\$ _____
Meals	\$ _____	Internet Expenses	\$ _____
Hotel Tips	\$ _____	Open House Expenses	\$ _____
Laundry	\$ _____	Photocopy Expenses	\$ _____
Tolls	\$ _____	Postage & Shipping	\$ _____
Telephone Calls	\$ _____	Referral Fees	\$ _____
Other:	\$ _____	Rent	\$ _____
<b>Professional Fees &amp; Dues</b>		Repairs to homes	\$ _____
Association Dues	\$ _____	Stationary	\$ _____
Chamber of Commerce	\$ _____	Other:	\$ _____
License Fees	\$ _____	<b>Equipment Purchases</b>	
Realty Board	\$ _____	Calculator	\$ _____
Broker Dues	\$ _____	Camera	\$ _____
<b>Telephone Expenses</b>		Computer Equipment	\$ _____
Fax Transmissions	\$ _____	Copy Machine	\$ _____
Cell Service	\$ _____	Fax Machine	\$ _____
Answering Service	\$ _____	Computer Peripherals	\$ _____
Internet	\$ _____	Printer	\$ _____
Other:	\$ _____	Recorder & Pager	\$ _____
<b>Continuing Education</b>		Telephone	\$ _____
Correspondence Course Fees	\$ _____	Other:	\$ _____
Materials, Supplies, & Textbooks	\$ _____	Other:	\$ _____
Seminars	\$ _____	Other:	\$ _____
Other:	\$ _____	Other:	\$ _____
Other:	\$ _____	Other:	\$ _____
Other:	\$ _____	Other:	\$ _____
Other:	\$ _____	Other:	\$ _____
Other:	\$ _____	Other:	\$ _____