

RENTAL PROPERTY DATA SHEET – 2016

Type of Property \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

**INCOME:**

Rent received for the year \_\_\_\_\_

Deposits received \_\_\_\_\_

Deposits paid \_\_\_\_\_

**EXPENSES:**

Advertising \_\_\_\_\_

Utilities \_\_\_\_\_

Automobile expense (business miles) \_\_\_\_\_

Telephone \_\_\_\_\_

Travel \_\_\_\_\_

Trash \_\_\_\_\_

Cleaning & maintenance \_\_\_\_\_

Office Supplies \_\_\_\_\_

Commission \_\_\_\_\_

Postage \_\_\_\_\_

Insurance \_\_\_\_\_

Bank charges \_\_\_\_\_

Accounting & legal \_\_\_\_\_

Depreciation \_\_\_\_\_

Association dues \_\_\_\_\_

Other \_\_\_\_\_

Interest – mortgage \_\_\_\_\_

2016 equipment purchase & improvements/list item,  
cost & date bought

Interest – contract \_\_\_\_\_

\_\_\_\_\_

Repairs \_\_\_\_\_

\_\_\_\_\_

Supplies \_\_\_\_\_

Labor \_\_\_\_\_

Taxes \_\_\_\_\_

If you bought or sold rental property during 2016, please enclose copies of the closing statement and loan papers.

**YOU MUST NOT USE THIS PROPERTY MORE THAN 14 DAYS OR 10% OF THE TOTAL DAYS RENTED AND YOU MUST ACTIVELY MANAGE IT OR THE DEDUCTION WILL BE LIMITED.**

**RECEIPTS, MEMOS, INVOICES, CANCELLED CHECKS & LOG BOOKS ARE REQUIRED BY THE IRS AS PROOF FOR ALL DEDUCTIONS CLAIMED.**