Gagliano Associates LLC est. 1987
"Pay only what you legally owe and not a penny more"
Income Tax Preparation Specialists

Jan & Jennie Hrdlicka
12473 W 84th Circle
Arvada, CO 80005
303.423.1454
www.taxpros.tax

Rental Income and Expenses Worksheet

A property is considered a rental if it was rented at market rates or it was actively listed for rent.

Make sure you keep receipts to substantiate these expenses for your own records. Do not submit actual receipts to our office. Fill out one Rental Income and Expenses Worksheet per rental property.

Tax Year: _____

Legal Owner(s) Listed on Title: _____

Property Address: _____

Type of Rental: ☐ Short Term Rental (Air BnB, VRBO, Vacation Rental) ☐ Full Time Rental

Type of Property: ☐ Condo ☐ Detached Single Family or Townhome ☐ Multifamily/Duplex

Days Rented at Fair Market Value……. _____days

Days of Personal Use…….. _____days

Days Spent Working on the Property… _____days

	YES/NO
Did you purchase a new rental or refinance your existing rental this tax year?	☐ ☐

☐ New Rental

- Date Property Placed in Service: _____
- Property Inspection Costs…….. $.....

☐ Provide us with the Closing Disclosure if new rental and/or if refinanced rental.

INCOME TOTALS:

	ANNUAL TOTALS
1099 from management company and/or Gross receipts collected from renters…….. *(Do NOT include security or pet deposits)*	$.....

EXPENSES TOTALS:

☐ Advertising/Marketing……..	$.....
☐ Travel Directly Related to Rental Management and Improvements…….. (air, hotel, rental car, food, etc.) – NOT applicable to Personal Use	$.....
☐ Mileage Traveling to Rental (Roundtrip) - NOT applicable to Personal Use……	.....miles
☐ Cleaning & Maintenance……	$.....
☐ Commissions paid……	$.....
☐ Insurance Paid (Hazard, Landlord, Mortgage Insurance, etc.) ……	$.....
☐ Legal & Professional Fees……	$.....
☐ Management Fees……	$.....
☐ Mortgage Interest (provide Form 1098 if applicable)……..	$.....
☐ Other Interest Paid……	$.....
☐ Repairs……	$.....

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Property Address: _____

	ANNUAL TOTALS
☐ Capital Improvements (Long Term Improvements over $2,500, Remodel, Appliances, Furniture, Paint, Carpet etc.) & Date purchased	
○ _____ Date_____	$.....
○ _____ Date_____	$.....
○ _____ Date_____	$.....
○ _____ Date_____	$.....
☐ Supplies……	$.....
☐ Taxes Paid (provide Form 1098 or county invoice)……..	$.....
☐ Utilities Paid (water trash, electric, gas, internet, security system, etc.).....	$.....
☐ HOA……..	$.....
☐ Other Expenses (Any other expense for rental not included in above list)……	$.....
☐ ……	$.....
☐ ……	$.....
☐ ……	$.....
☐ ……	$.....

COMMENTS:
Please provide any other details that would be helpful to understand income and expenses, details we need to know, or anything else regarding your rental.

QUESTIONS: