

# REAL ESTATE INCOME & EXPENSE WORKSHEET

YEAR \_\_\_\_\_

NAME \_\_\_\_\_ Federal ID # \_\_\_\_\_

NAME OF BROKER \_\_\_\_\_

ADDRESS OF BUSINESS \_\_\_\_\_

How many months was this business in operation during the year?      12 Months  **OR** From \_\_\_\_ To \_\_\_\_  
 How many hours during the year did you and/or your spouse devote to this business?      FULL TIME  **OR** # of hours \_\_\_\_\_  
 Is any portion of your investment in this business *not* subject to payback by you?      YES       NO

## ▼ BUSINESS INCOME ▼

COMMISSIONS		1099 – MISC. Bring in ALL 1099s received. Include Non-Employee Amount in Gross Sales.
REFERRAL FEES		Do your records agree with the amount reported?      YES <input type="checkbox"/> NO <input type="checkbox"/>
RETURNS/REFUNDS		
OTHER INCOME		Did you receive \$10,000.00 in actual cash from any individual at any one time—or in accumulated amounts—during this tax year?

## ▼ Sales of Equipment, Machinery, Land, Buildings Held for Business Use ▼

Kind of Property	Date Acquired	Date Sold	Gross Sales Price	Expenses of Sale	Original Cost

## ▼ CAR and TRUCK EXPENSES ▼

	VEHICLE 1	VEHICLE 2	<input checked="" type="checkbox"/> <b>BUSINESS MILES</b> <input type="checkbox"/> Bank trips <input type="checkbox"/> Client meetings <input type="checkbox"/> Continuing education <input type="checkbox"/> Excrow & loan office <input type="checkbox"/> Professional meetings <input type="checkbox"/> Showing property <input type="checkbox"/> Viewing property <input type="checkbox"/> Other
Year and Make of Vehicle			
Date Purchased (month, date and year)◊			
Ending Odometer Reading (December 31)			
Beginning Odometer Reading (January 1)	—	—	
Total Miles Driven (End Odo – Begin Odo)			
Total Business Miles (do you have another vehicle?)			
Total Commuting Miles			
Parking Fees and Tolls			
License Plates			
Interest			
<i>Continue only if you take actual expense (must use actual expense if you lease)</i>			
Gas, oil, lube, repairs, tires, batteries, insurance, supplies, wash, wax, etc.			
Lease Costs			

Commuting Miles (to Office)

## REAL ESTATE EXPENSES (continued)

<b>ADVERTISING/PROMOTION:</b> Ads, business cards, greeting cards, signs, flags, banners, etc ◇ <b>COMMISSIONS &amp; FEES PAID:</b> Contract Labor <b>INSURANCE:</b> Business Liability, errors and omissions (do not include auto/truck/health) <b>INTEREST:</b> <b>Mortgage</b> (Business bldgs.) Paid to financial institution Paid to individual <b>OTHER INTEREST</b> Business only credit card ◇ <b>LEGAL &amp; PROFESSIONAL:</b> Attorney fees for business, accounting fees, bonds, permits, on-line computer, clerical and plat services <b>OFFICE EXPENSE:</b> postage, stationery, office supplies, bank charges, pens, faxes, etc.. ◇ <b>RENT/LEASE:</b> Machinery and equipment Other business property ◇ <b>REPAIRS &amp; MAINTENANCE:</b> To sell property Equipment repairs <b>SUPPLIES:</b> Misc. (not included elsewhere) Small tools <b>REAL ESTATE LICENSE</b> <b>TRAVEL</b> (number of nights away from home): City_____ Nights out_____ City_____ Nights out_____ City_____ Nights out_____ City_____ Nights out_____ City_____ Nights out_____ City_____ Nights out_____ City_____ Nights out_____ City_____ Nights out_____ <b>EXPENSES</b> (AWAY FROM HOME OVERNIGHT): Lodging Meals & tips (keep total separate from other costs) Convention fees Cruise ship convention/seminar Airplane or train fares Auto rental, taxis or bus fares Other (incidentals, laundry, etc.)	<b>MEALS &amp; ENTERTAINMENT:</b> Sales lunches/dinners Tickets Tickets to qualified charitable events <b>UTILITIES &amp; TELEPHONE:</b> Electricity (business) Natural gas/heating fuel (business) Garbage, water, sewer (business) Telephone (bus. line, second line, other options) Business long distance (from home telephone) Fax transmissions, Paging services Pay phone Toll calls Cellular service <b>OTHER EXPENSES</b> (not listed elsewhere): Appraisal fees Arbitration fees Bank charges Courier and delivery services Closing gifts and flowers Dues and publications (Board dues, trade journals, magazines and books) Lock boxes, keys, locksmiths Map books Multiple listing services Open house expense Referral fees Shipping Laundry and cleaning Printing and copying _____ _____ _____
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## EQUIPMENT PURCHASED

*Answering machine, calculator, camera, computer, software, fax, pager, furniture, recorder, telephone, etc.*

Item Purchased	Date Purchased	Cost (including sales tax)	Item Traded	Additional Cash Paid	Traded with Related Property	Other Information

◇ 1099s: Amounts of \$600.00 or more paid to individuals (not corporations) for rent, interest, or services rendered to you in your business, require information returns to be filed by payer.

Due date of return is January 31. Nonfiling penalty can be \$150 per recipient. If recipient does not furnish you with his/her Social Security Number, you are required to withhold 31% of the payment(s).

Name	Address	Social Security #	Amount	Purpose of Payment

Sign here \_\_\_\_\_

W-9s (Request for Payee's Social Security #) are available.