

**RENTAL PROPERTY INFO****2008***Do a separate sheet for each property.***INCOME:**

RENT RECEIVED: \_\_\_\_\_

(Security Deposits are not Income until you apply them to rent due.)

Interest paid on refunding is deductible, but NOT the deposit.

**EXPENSES:**

ADVERTISING: \$ \_\_\_\_\_ REPAIRS: \$ \_\_\_\_\_

MILES DRIVEN FOR RENTAL: \$ \_\_\_\_\_ SUPPLIES: \$ \_\_\_\_\_

CLEANING &amp; MAINTENANCE: \$ \_\_\_\_\_ PROPERTY TAXES: \$ \_\_\_\_\_

INSURANCE ON PROPERTY: \$ \_\_\_\_\_ UTILITIES: \$ \_\_\_\_\_

LEGAL &amp; PROFESSIONAL: \$ \_\_\_\_\_ IMPROVEMENTS: \$ \_\_\_\_\_

MGMT FEES: \$ \_\_\_\_\_ APPLIANCES: \$ \_\_\_\_\_

MORTGAGE INTEREST: \$ \_\_\_\_\_ OTHER: \$ \_\_\_\_\_

\*\*Bring all Closing Papers from Buying, Selling, or Refinancing Your Rental Properties.

\*\*Landlords need to provide CRP Forms to tenants by January 31<sup>st</sup>, 2009.**CORPORATIONS, PARTNERSHIPS, AND LLC'S****ADDITIONAL THINGS TO BRING:**

- Names, Addresses, Soc. Sec. Number, and percentage ownership for each shareholder/partner.
- Year-End Balances for the following:
  - Cash on Hand
  - All Bank Accounts
  - All Loans/Credit Cards
  - Accounts Receivables/Payables
  - Owner/Partner Draws and/or Investments
  - Ending Inventory
- Payroll Information—Bring copies of W-2's and Quarterly Payroll Reports if we didn't do them.
- If you use Accounting Software, please bring Print-outs of the following:
  - Profit/Loss Statement for entire year on Cash Basis (unless company is on Accrual Basis)
  - Balance Sheet as of 12/31/2008.
  - General Ledger Detail for Asset and Expense Accounts – FOR WHOLE YEAR.

NOTE: It is helpful to provide the Profit/Loss and Balance Sheet 1 to 2 weeks before your appointment.