

RENTAL PROPERTY INFO**2011***Do a separate sheet for each property.***INCOME:**

RENT RECEIVED: \$ _____ PROPERTY ADDRESS: _____

(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 & MAINTENANCE: \$ _____ PROPERTY TAXES: \$ _____

INSURANCE ON PROPERTY: \$ _____ UTILITIES: \$ _____

LEGAL & PROFESSIONAL: \$ _____ IMPROVEMENTS: \$ _____

MGMT FEES: \$ _____ APPLIANCES: \$ _____

MORTGAGE INTEREST: \$ _____ OTHER: \$ _____

****Bring all Closing Papers (HUD Statements) from Buying, Selling, or Refinancing Your Rental Properties.******Landlords need to provide CRP Forms to tenants by January 31st, 2012.**

(Call our office if you need a CRP Form.)

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 12/31/2011
 - Balance Sheet Comparison as of 12/31/2011
 - General Ledger Detail for Asset and Expense Accounts – FOR WHOLE YEAR
 - Your W-3 and amounts paid to Minnesota and Federal UC Funds (SUTA & FUTA)
 - Amounts of interest paid on all vehicle and business loans
 - Principal balance owed as of 12/31/2011 on all vehicle and business loans
 - All bank balances reconciled as of 12/31/2011
 - Amount of Sales & Use Tax paid

NOTE: It is helpful to provide the Profit/Loss and Balance Sheet 1 to 2 weeks before your appointment.
If possible, please drop it off or mail it to us.