

TAX PRO PLUS INC

INCOME TAX~BOOKKEEPING~NOTARY

3754 MOTOR AVE #7A

LOS ANGELES, CA

(310)827-4829

(310)842-7160 FAX

RENTAL PROPERTY WORKSHEET

TYPE OF PROPERTY _____
ADDRESS OF PROPERTY _____
TYPE OF ENTITY _____
EIN# _____

INCOME

RENTS _____ LEASES _____
LAUNDRY _____ SECURITY DEPOSITS (NON TAXABLE) _____

AUTO EXPENSE

IS ANOTHER VEHICLE AVAILABLE FOR USE? _____
DATE FIRST USED FOR BUSINESS _____
DATE ACQUIRED _____ PURCHASE PRICE _____
MAKE OF CAR _____ MODEL OF CAR _____
ODOMETER FIRST DAY OF YEAR _____ ODOMETER LAST DAY OF YEAR _____
YEARLY LEASE PAYMENT _____ LEASE DOWN PAYMENT _____
INTEREST ON LOAN _____ GAS/OIL _____
INSURANCE/YEAR _____ REPAIRS & MAINTENANCE _____
WASH _____ PARKING _____
LICENSE FEES _____ PROPERTY TAX (ON REGISTRATION) _____
OTHER _____ OTHER _____
MILEAGE FOR ADVERTISING _____ MILEAGE FOR BANKING _____
MILEAGE FOR BUYING SUPPLIES _____ MILEAGE FOR COLLECTION RENTS _____
MILEAGE FOR REPAIRS _____ MILEAGE FOR SHOWING UNITS _____
OTHER MILEAGE _____

TRAVEL -OUT OF TOWN

AIRFARE _____ CAR RENTAL _____
PARKING FEES _____ TAXI _____
TRAIN _____ BUS & SUBWAY _____
LODGING _____ MEALS _____
PORTER, BELL CAPTAIN _____ LAUNDRY _____
BRIDGE & HIGHWAY TOLLS _____ TELEPHONE _____
OTHER _____ OTHER _____

CONTINUING EDUCATION

CORRESPONDENCE COURSE FEES _____ COURSE REGISTRATION _____
MATERIALS & SUPPLIES _____ PHOTOCOPY EXPENSE _____
SEMINAR FEES _____ TEXTBOOKS _____

EQUIPMENT PURCHASES -PRICE & DATE

ANSWERING MACHINE _____ CALCULATOR _____
FAX MACHINE _____ PAGER _____
TELEPHONE _____ COMPUTER _____
CELL PHONE _____ PRINTERS _____
SCANNERS _____ OTHER _____
HOT WATER HEATERS _____ WASHER/DRYER _____
AIR CONDITIONER _____ OTHER _____
OTHER _____ OTHER _____

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OFFICE EXPENSES

ADVERTISING	_____	BANK CHARGES	_____
BOOKKEEPING	_____	BUSINESS CARDS	_____
CLERICAL SERVICE	_____	COMPUTER SOFTWARE	_____
COMPUTER SUPPLIES	_____	ENTERTAINMENT & MEALS	_____
EQUIPMENT REPAIR	_____	FEES AND DUES	_____
INSURANCE	_____	LICENSES	_____
LEGAL & PROFESSIONAL SERVICES	_____	GIFTS/GREETING CARDS	_____
PHOTOCOPY EXPENSE	_____	OFFICE EXPENSE	_____
RENT	_____	POSTAGE & SHIPPING	_____
TELEPHONE	_____	TRADE PUBLICATIONS	_____

PROPERTY EXPENSES

ADVERTISING	_____	ALARM SYSTEM	_____
ASSOCIATION DUES	_____	BOOKKEEPING	_____
CASUAL LABOR	_____	CLEANING & MAINTENANCE	_____
COMMISSIONS	_____	CREDIT CHECK	_____
DRAPES	_____	INSURANCE	_____
INTEREST-MORTGAGE	_____	INTEREST-OTHER	_____
KEYS	_____	LAWN CARE	_____
LEGAL & PROFESSIONAL FEES	_____	LICENSES	_____
LOCKS & LOCK BOXES	_____	MANAGEMENT FEES	_____
NOTARY FEES	_____	PAGING SERVICE	_____
PAINTING	_____	PEST CONTROL	_____
POOL SERVICE	_____	POSTAGE	_____
REFERRAL FEES	_____	STORAGE FEES	_____
SUPPLIES	_____	TAXES	_____
TOOLS	_____	OTHER	_____

REPAIRS

ELECTRICAL	_____	PLUMBING	_____
APPLIANCES	_____	ROOF	_____
STRUCTURE	_____	AIR CONDITIONING	_____

UTILITIES

BEEPERS	_____	ELECTRICITY	_____
GAS	_____	SEWER	_____
TELEPHONE	_____	CELL PHONE	_____
LONG DISTANCE	_____	TRASH	_____
WATER	_____		

TAX ASSESSMENT

LAND	_____	IMPROVEMENTS	_____
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DEPRECIABLE BASIS

COST	_____
ADD IMPROVEMENTS	_____
ADD PURCHASE EXPENSES	_____
EQUIPMENT DEPRECIATION (FROM PRIOR YRS)	_____
EQUIPMENT PURCHASED THIS YEAR	_____