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RENTAL PROPERTY (SCHEDULE E) CHECKLIST

| | Property A | Property B | Property C |
|---|------------|------------|------------|
| INCOME | | | |
| Rents Received | | | |
| EXPENSES | | | |
| Advertising | | | |
| Auto Travel (mileage to & from property to collect rent or make repairs) | | | |
| City Code fees | | | |
| Cleaning and Maintenance costs | | | |
| Commissions paid | | | |
| Insurance | | | |
| Legal & Professional fees paid | | | |
| Management fees | | | |
| Mortgage interest (include Form 1098 from mortgage company) | | | |
| Repair costs | | | |
| Supplies | | | |
| Real Estate taxes (provide property tax bill) | | | |
| Utilities | | | |
| Lawn Care | | | |
| Other costs not listed here (provide details) | | | |
| List of new assets including remodeling & improvements (costs & dates acquired) | | | |
| Depreciation schedules or copies of all tax returns since purchase | | | |

This list may not cover all of the income and expenses for your rental property. If you are not sure about the deductibility of an expense, provide the documentation and ask us about the transaction. New clients need to provide the last two years tax returns.