

Howland Tax Services *International*



2013 Rental Income Checklist (United States)

Identification

Address of property

Rental Period

From (month/day/year)

To (month/day/year)

Was 2013 the final year of the rental operation?

Yes No

Did you or your family use the rental property for personal purposes at any time during the year?

Yes No

If yes, how many days was it used for personal purposes, and how many days was it rented at Fair Market Value?

Details of co-owners or partners

Provide names, addresses, and percentage of ownership

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Income

Number of units

Percentage of property rented

Gross rents

Expenses

It is important to have receipts or statements to document all expenses. Credit card or bank statements are generally not considered to be adequate documentation.

Advertising	_____
Auto and travel	_____
Cleaning and maintenance	_____
Commissions	_____
Insurance	_____
Legal or professional fees	_____
Property management fees	_____
Mortgage interest paid to banks	_____
Other interest	_____
Repairs (non-capital)	_____
Supplies	_____
Property taxes	_____
Utilities	_____
Other expenses	_____

Asset Additions and Disposals

Please provide a breakdown of asset additions or disposals made in 2013:

	Additions	Disposals
Laundry machines, stoves, refrigerators, etc.	_____	_____
Purchase or disposal date	_____	_____
Cost or proceeds	_____	_____
Furniture	_____	_____
Purchase or disposal date	_____	_____
Cost or proceeds	_____	_____
Lawn mowers, yard equipment, other equipment (specify)	_____	_____
Purchase or disposal date	_____	_____
Cost or proceeds	_____	_____

Fair Market Value and Depreciation on Building

Please provide the following information for any new properties we don't have in our records yet:

On what date did you acquire the property for rental purposes, or convert the property to rental use?

What was the property's cost basis?

What was the value of the land in relation to the building?

What renovations to the building or property improvements have been made? Provide details and dates:

Other Items

Please list any other taxable items related to the operation of your rental property.
