

# RENTAL INCOME AND EXPENSES FOR YEAR OF 2016

NAME \_\_\_\_\_ T.I.N. \_\_\_\_\_

ADDRESS/LOCATION OF PROPERTY \_\_\_\_\_

OWNERSHIP (H, W, J) \_\_\_\_\_ ANY PERSONAL USE? \_\_\_\_\_

IF OWNER OCCUPIED, PLEASE PROVIDE

total number of square feet in entire structure \_\_\_\_\_

total number of square feet used 100% by tenants \_\_\_\_\_

**INCOME**

Tenant's Name

total rent  
received

security deposit  
not returned

Tenant's Name	total rent received	security deposit not returned

EXPENSES	AMOUNT	%	EXPENSES	AMOUNT	%
advertising			taxes		
auto & travel exp.			real estate		
miles			city fees		
food			utilities		
hotel			electric		
cleaning & maintenance			heat		
commissions/management fees			telephone		
insurance			water/sewer		
legal and accounting fees			cable TV		
interest – mort			wages/salaries		
interest – other			pest control		
repairs – plumbing/heating			bank fees		
– carpentry			internet		
– electrical			equipment rental		
– painting/decorating			snow removal		
supplies			yard work		
miscellaneous			other (list).		
office					
postage					
			TOTAL		

\*\*\*\*\* CHECK LAST YEAR'S DEPRECIATION SCHEDULE TO BE SURE ALL ITEMS ARE CURRENT\*\*\*\*\*

**MAJOR PURCHASES AND IMPROVEMENTS**

item purchased	date	cost (including sales tax)	new/used	item traded

**SALES OR OTHER DISPOSITIONS**

item sold	date	selling price	expenses	date acquired	cost

Questions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_