

## Allied Accounting Services, Inc. 2020 Rental Property Tax Preparation Checklist

*Please bring all items with you to your appointment*

If you have multiple rental properties please use one worksheet for each rental property

Email Address: \_\_\_\_\_

- \_\_\_\_\_ Rental property address and description
- \_\_\_\_\_ Settlement statement for the purchase, refinance or sale of rental property
- \_\_\_\_\_ Ownership percentage (if not 100%) and personal use percentage, if any
- \_\_\_\_\_ 1099-MISC for income received
- \_\_\_\_\_ Log of rent income and/or other income received
- \_\_\_\_\_ Log of activities related to the rental that include the date, time at rental and description of activity.
- \_\_\_\_\_ 1099-MISC and 1099-NEC forms filed on behalf of the rental for contract labor, etc.
- \_\_\_\_\_ Copy of depreciation schedules, if any
- \_\_\_\_\_ Invoices or receipts of improvements, furniture, appliances, etc purchased for the rental property that lists the date, description and amount
- \_\_\_\_\_ Listing of furniture, appliances, etc sold or disposed of including date and amount received
- \_\_\_\_\_ Vehicle log of mileage and receipts for expenses (log must include dates, locations and miles)  
Expenses include insurance, gas, maintenance, repairs, lease payments, license plates, etc.
- \_\_\_\_\_ Travel expenses to rental property including hotel, meals, airfare and car rental
- \_\_\_\_\_ Advertising costs
- \_\_\_\_\_ Cleaning and maintenance costs including pest control, lawn care and snow removal
- \_\_\_\_\_ Commissions and management fees paid
- \_\_\_\_\_ Rental property insurance paid
- \_\_\_\_\_ Attorney, professional service and accounting fees
- \_\_\_\_\_ Mortgage interest statement
- \_\_\_\_\_ Repair costs
- \_\_\_\_\_ Rental supplies
- \_\_\_\_\_ Office expenses and supplies including postage
- \_\_\_\_\_ Taxes and license fees paid
- \_\_\_\_\_ Utilities such as gas, electric, trash, water, sewer paid
- \_\_\_\_\_ Condo association fees
- \_\_\_\_\_ Inspection fees
- \_\_\_\_\_ Cell phone costs
- \_\_\_\_\_ Business losses due to theft, fraud and natural disasters
- \_\_\_\_\_ Other expenses