



## RENTAL TAX ORGANIZER

**Terms of Use:** This form is designed to assist the user in gathering the pertinent information to report a rental property on a tax return or to gather that information to give to a professional tax preparer. Though it covers the majority of tax options, the user may find some adaption to their particular tax situation is required. In addition, while this form may help the user discover additional tax deductions that may save them money, this form in no way guarantees tax savings or reduced tax liability. By using this form the user agrees that neither Souleence, LLC nor Avoid Being Audited are responsible for the outcome of the user's tax preparation.

### Section 1: Property Information

	Property #1	Property #2	Property #3
Location/Address:			
Type: (Residential, Condo, etc.)			
Date Purchased:			
Purchase Price:			

### Section 2: Income and Expenses

	Property #1	Property #2	Property #3
Income/Rent Received:			
Advertising:			
HOA Dues:			
Insurance:			
Landscaping:			
Legal/Professional:			
Maintenance:			
Management Fees:			
Mileage:			
Mortgage Interest:			
Repairs:			
Supplies:			
Taxes:			
Travel:			
Utilities:			





## INSTRUCTIONS FOR RENTAL TAX ORGANIZER

These instructions are for clarification on the more complex parts of each section. It is organized in the same order as the organizer.

### Section 1: Property Information

**Location:** Enter the street address, city, and state of your rental property.

**Type:** Why type of building is your rental? Condominium, residential, commercial, town house, duplex, etc.

**Date Purchased:** This is the date that appears on your HUD statement. The only exception is if you purchased the property prior to actually renting the property. For example, sometimes people will move to a new personal residence and rent out their old home. In this case, put the date you began renting the property.

**Purchase Price:** This is the amount you paid for the property. This number is very important in calculating your depreciation deduction. Also include what the land is worth if you have that information available

### Section 2: Income and Expenses

The first line is for the income you received for each property.

The remaining lines are for common deductions relating to rental property. If you have an expense that is not on the list, please make a note in the “Other Items” section.

### Section 3: Equipment & Improvements

The section is for any equipment or “depreciable” property you placed in the rental (Such as new appliances or furniture) and/or any major renovations or improvements mad to the property. Indicate the item purchased, when you put the item in the rental, and how much you paid for each item.

### Section 4: Other Items

Use this space to add any expenses or deductions not included in the list. You may also make note of any questions you may have that you would like to research or ask your tax professional.

If you have any questions about the organizer, instructions, or anything relating to taxes, please email us at [info@soulence.com](mailto:info@soulence.com).