

RENTAL PROPERTY INFO

Year _____

*Do a separate sheet for each property.***INCOME:**

RENT RECEIVED: \$ _____ PROPERTY ADDRESS: _____ (Security Deposits are not Income until you apply them to rent due.) Interest paid on refunding is deductible, but NOT the deposit.

EXPENSES:

ADVERTISING: \$ _____ REPAIRS: \$ _____

MILES DRIVEN FOR RENTAL: \$ _____ SUPPLIES: \$ _____

CLEANING & MAINTENANCE: \$ _____ PROPERTY TAXES: \$ _____

INSURANCE ON PROPERTY: \$ _____ UTILITIES: \$ _____

LEGAL & PROFESSIONAL: \$ _____ IMPROVEMENTS: \$ _____

MGMT FEES: \$ _____ APPLIANCES: \$ _____

DATES PURCHASED _____

MORTGAGE INTEREST: \$ _____ OTHER: \$ _____

**Bring all Closing Papers (HUD Statements) from Buying, Selling, or Refinancing Your Rental Properties.

**Landlords need to provide CRP Forms to tenants by January 31st of the following year.

CORPORATIONS, PARTNERSHIPS, AND LLC'S**ADDITIONAL THINGS TO BRING:**

Names, Addresses, Soc. Sec. Number, and percentage ownership for each shareholder/partner.

Year-End Balances for the following:

- Cash on Hand
- Accounts Receivables/Payables
- All Bank Accounts
- Owner/Partner Draws and/or Investments
- All Loans/Credit Cards
- Ending Inventory

Payroll Information—Bring copies of W-2's and Quarterly Payroll Reports if we didn't do them.

- If you use Accounting Software, please bring Print-outs of the following:
 - Profit/Loss Statement for entire year on Cash Basis (unless company is on Accrual Basis)
 - Balance Sheet as of Dec. 31st
 - Balance Sheet Comparison as of Dec. 31st
 - General Ledger Detail for Asset and Expense Accounts – FOR WHOLE YEAR
 - Your W-3 and amounts paid to Minnesota and Federal UC Funds (SUTA & FUTA)
 - Amounts of interest paid on all vehicle and business loans
 - Principal balance owed as of Dec. 31st on all vehicle and business loans
 - All bank balances reconciled as of Dec. 31st
 - Amount of Sales & Use Tax paid

NOTE: It is helpful to provide the Profit/Loss and Balance Sheet 1 to 2 weeks before your appointment. If possible, please drop them off or mail them to us.