

**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 Security Deposits is deductible, but NOT the deposit.

New Security Deposits: \$ \_\_\_\_\_ Old Security Deposits kept after move-out: \$ \_\_\_\_\_

**EXPENSES:**

ADVERTISING: \$ \_\_\_\_\_ REPAIRS: \$ \_\_\_\_\_

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

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

INSURANCE ON PROPERTY: \$ \_\_\_\_\_ UTILITIES: \$ \_\_\_\_\_

LEGAL & PROFESSIONAL: \$ \_\_\_\_\_ IMPROVEMENTS: \$ \_\_\_\_\_

MANAGEMENT FEES: \$ \_\_\_\_\_ APPLIANCES: \$ \_\_\_\_\_

ASSOCIATION FEES: \$ \_\_\_\_\_ MORTGAGE INTEREST: \$ \_\_\_\_\_

OTHER: \$ \_\_\_\_\_

\*\*Bring all Closing Papers (HUD Statements) from Buying, Selling or Refinancing your rental properties.

\*\*Landlords need to provide a Certificate of Rent Paid (CRP) forms to tenants by January 31st.

(Call our office if you need a CRP Form.)

**CORPORATIONS, PARTNERSHIPS AND LLC's**

**ADDITIONAL THINGS TO BRING:**

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

- Year-End balance 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 12/31/20 \_\_\_\_

\* 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 12/31/20 \_\_\_\_ on all vehicle and business loans

\* All bank balances reconciled as of 12/31/20 \_\_\_\_

\* Amount of Sales & Use Tax paid

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