

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 Social Security number, percentage ownership for each shareholder/partner. Year-end balances for all business savings and checking accounts.

- o Cash on Hand
- o Accounts Receivables/Payables
- o All Bank Accounts
- o Owner/Partner Draws and/or Investments
- o All Loans/Credit Cards o 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:
- o Profit/Loss Statement for entire year on Cash Basis (unless company is on Accrual Basis)
- o Balance Sheet as of Dec. 31st oBalance Sheet Comparison as of Dec. 31st
- o General Ledger Detail for Asset and Expense Accounts – FOR WHOLE YEAR
- o Your W-3 and amounts paid to Minnesota and Federal UC Funds (SUTA & FUTA)
- o Amounts of interest paid on all vehicle and business loans oPrincipal balance owed as of Dec. 31st on all vehicle and business loans
- o All bank balances reconciled as of Dec. 31st
- o 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.