



BP Administrations

11902 Rosecrans Ave Suite B Norwalk, CA. 90650 Tel (562) 381-2408 Fax (562) 991-5401

Schedule E: Rental Income Worksheet

General Information

Tax Year: _____ Name of Property Owner: _____

Did you report rental income last year? Yes No

If no, please provide the purchase date ____/____/____ and purchase amount \$ _____

Were any properties sold? Yes No Do you have the Escrow Closing Statement? Yes No

Do you have Mortgage Interest to report? Yes No **If yes**, please provide Form 1098.

Property #1 Address		Property #2 Address	
Rental Income:		Rental Income:	
Is this property a part of an entity? LLC?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes , provide name:	Is this property a part of an entity? LLC?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes , provide name:
Type of Property:		Type of Property:	
Is this your main home?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is this your main home?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Days Property was rented:		Days Property was rented:	
Do you pay any utilities?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you pay any utilities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes , total year cost:	\$	If yes , total year cost:	\$
Do you pay HOA Fees?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you pay HOA Fees?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes , total year cost:	\$	If yes , total year cost:	\$
Advertising	\$	Advertising	\$
Cleaning & Maintenance	\$	Cleaning and Maintenance	\$
Commissions & Fees	\$	Commissions & Fees	\$
Insurance	\$	Insurance	\$
Property Management Fee	\$	Property Management Fee	\$
Legal & Professional Fees	\$	Legal & Professional Fees	\$
Repairs	\$	Repairs	\$
Supplies	\$	Supplies	\$
Appliances	\$	Appliances	\$
Date they were installed:	/ /	Date they were installed	/ /
Property Taxes	\$	Property Taxes	\$
Other	\$	Other	\$

Travel Costs or Management of Property Costs

Do you have evidence to support your vehicle mileage/expenses? Yes No

Miles to & from property		Miles to & from property	
Parking/Tolls	\$	Parking/Tolls	\$
Airfare	\$	Airfare	\$
Lodging	\$	Lodging	\$
Other	\$	Other	



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Schedule E: Rental Income Worksheet Assistance

Types of Deductible Rental Property Expenses

<u>Utilities</u> <ul style="list-style-type: none"> Gas, electric, water, heating, AC, Trash, etc 	<u>Appliances</u> <ul style="list-style-type: none"> Dishwasher or Microwave Stove or Refrigerator, etc.
<u>HOA</u> <ul style="list-style-type: none"> Homeowner Association fees Monthly, Quarterly, or Annually 	<u>Property Taxes</u> <ul style="list-style-type: none"> Annual local government taxes
<u>Advertising</u> <ul style="list-style-type: none"> Any costs for searching for new tenants Ads, signs, online listings, newspaper, etc. 	<u>Other</u> <ul style="list-style-type: none"> Interest that is not Mortgage related Cellular costs to manage property
<u>Cleaning and Maintenance</u> <ul style="list-style-type: none"> Gardening/Lawn Care Pest Control, Snow Removal, Pressure Washing 	<u>Parking/Tolls</u> <ul style="list-style-type: none"> Any parking or tolls necessary in the monitoring and management of your property
<u>Commissions and Fees</u> <ul style="list-style-type: none"> Paid for finding a new tenant 	<u>Airfare</u> <ul style="list-style-type: none"> If your property requires you travel
<u>Insurance</u> <ul style="list-style-type: none"> Land Lord Insurance Flood, Fire, and Earthquake Any additional coverage riders 	<u>Lodging</u> <ul style="list-style-type: none"> Hotels/Motels Air BNB If your property requires you to travel
<u>Property Management Fees</u> <ul style="list-style-type: none"> Percentage Costs for Management of Property Contractual Expenses 	<u>Other Travel Expenses</u> <ul style="list-style-type: none"> Car Rental Meals
<u>Legal and Professional Fees</u> <ul style="list-style-type: none"> Attorney fees for eviction or collection of rent Document Preparation Costs Tax Preparation Fees 	<u>Depreciation</u> <ul style="list-style-type: none"> This will be determined with your tax professional during your appointment
<u>Repairs</u> <ul style="list-style-type: none"> Plumbing, roofing, walls, doors, windows, etc Appliance Repairs AC/Heating Unit Repairs 	<u>Improvements</u> <ul style="list-style-type: none"> Any costs associated with increasing the property's market value This can be determined by your tax professional during your appointment
<u>Supplies</u> <ul style="list-style-type: none"> Any expenses related to managing your property Toolkits, or equipment to maintain property 	<u>Closing Costs or Selling Expenses</u> <ul style="list-style-type: none"> The Escrow Closing Statement will be needed in order to determine this expense