

## Rental Property Organizer 2025

Taxpayer Name: \_\_\_\_\_

Please use this organizer to gather your information in helping me to prepare your tax return.

**Do NOT mix personal and business expenses!** You can transfer funds with certain designations to keep your personal and business funds separate.

- **Personal withdrawal of funds** from the business account should be “Owner’s Draw”.
- **Deposit of personal funds into the business account** should be “Owner’s Contribution”.
- Please provide a **profit/loss statement** for 2025.
- Please report **each property separately** (Form found on page 2 of this organizer).
- You must **report rental income and expenses** if you rented real estate for a profit for more than 14 days during 2025.
- If you **purchased, refinanced or sold a rental property** during 2025, please bring a copy of the settlement papers for each property and your depreciation schedules.
- **Repairs and/or improvements\*** to property are treated differently and must be separated into different categories. Please bring all information/receipts for repairs and improvements.

Repairs are costs that:	Improvements are costs that:
• Keep the property in good operating condition.	• Improve or better the property.
• Do not materially add value to the property.	• Restore the property.
• Do not substantially prolong the property’s life.	• Adapt the property to a new or different use.
• Routine maintenance materials and supplies that are reasonably expected to have a useful life of 12 months or less.	

\*The cost of an improvement is depreciated according to the MACRS class and recovery period of the underlying property.

- **Examples of Improvements** to property:
  - New refrigerator, dishwasher, oven or any type of appliance
  - New carpet or other flooring and installation
  - New roof, deck, fence or siding
  - New cabinetry or furnishings
  - Upgrades to plumbing or electrical
  - Remodeling or room additions
- If you **made payments of \$600 or more for 2025** to an attorney or an unincorporated business such as an LLC, sole-proprietor or landlord, you must issue Form 1099-Misc/1099-NEC to these businesses or individuals.

Please present a copy of the 1099 or documentation if you answered yes.	Yes	No
Did you issue Form 1099-Misc/1099-NEC if required?	<input type="checkbox"/>	<input type="checkbox"/>
If no, do you want me to prepare Form 1099-Misc/1099-NEC for you at an additional cost?	<input type="checkbox"/>	<input type="checkbox"/>

## Property Income and Expenses

Please fill out this form for each type of property. DO NOT add properties together!!

<b>Check the type of property</b>	
Single Family _____ Multi-Family _____ Commercial _____ Self-Rental _____ Vacation _____	
Short-term (more than 14 days) _____ Other (describe) _____	
<b>Property Address</b> _____	
<b>City</b> _____	<b>State</b> _____ <b>Zip</b> _____
<b>Number of days rented at FMV (fair market value)</b> _____	
<b>Number of days of personal use</b> _____	
<b>Number of days vacant</b> _____	

INCOME	AMOUNT
Total Rents Received	
Form 1099-K portion of rents reported*	
Non-Refundable deposits received	
Refundable deposits received	
Rental deposits forfeited by tenant/s	
Value of service or property received in lieu of rent, i.e.: barter, trade, etc.	
Rent refunded	

**\*1099-K Reporting Requirements for Payment Settlement Entities**

- All payments made in settlement of payment card transactions (e.g., credit card);
- Payments in settlement of third party network transactions IF:
  - Gross payments to a participating payee exceed \$20,000; AND
  - There are more than 200 transactions with the participating payee.

EXPENSES	AMOUNT
Advertising	
Auto & Travel (If so, refer to page 3)	
Association Dues/Fees	
Cleaning & Maintenance	
Commissions	
Insurance (property only)	
Improvements (If so, refer to page 4)	
Legal & Professional Fees	
Management Fees	
Interest – Mortgage paid to banks (Provide 1098 for all properties)	
Interest – Other	
Repairs Only (Improvements are listed on page 4)	
Supplies – Office	
Supplies - Other	
Taxes – Property	
Tax Preparation Fees	
Utilities-Electric, Gas, Garbage, Water/Sewer	
Telephone, Cell, Internet	
Landscaping/Yard Maintenance	
Other Expenses	

### Business Use of Vehicle

<b>You must prove business use of vehicle</b> in the form of a mileage log or receipts or both of actual expenses. If this vehicle is new, please provide sales statement at time of your appointment. If you have more than one vehicle for business use, you must keep all information separate. Information <b>MUST</b> be written and provided at time of your appointment or I cannot include it in the deductions.	
Purchase price of vehicle	\$ _____
Make _____ Model _____ Year _____ Date vehicle was first used in your business _____	
Starting odometer reading for 2025	
Ending odometer reading for 2025	
Business miles only	Miles
Personal miles	Miles
Interest paid on auto loan used to purchase this vehicle	\$ _____
Was the vehicle available for personal use? YES _____ NO _____	
Is there another vehicle available for personal use? YES _____ NO _____	
Did you use the standard mileage rate for 2024 if this is not a new vehicle for 2025? YES _____ NO _____	
Is this vehicle leased? YES _____ NO _____ IF yes, what year did the lease start? _____	

### Vehicle Expenses (Fill in if NOT claiming the standard mileage for 2025)

Gas	\$ _____	Licenses	\$ _____
Insurance	\$ _____	Parking Fees	\$ _____
Oil	\$ _____	Registration Fees	\$ _____
Tires	\$ _____	Tolls	\$ _____
Repairs	\$ _____	Other Expenses(list):	\$ _____
Lease Payments	\$ _____		\$ _____

### Travel Expense Worksheet

<b>You must provide actual expenses</b> at the time of your appointment. If you are claiming the Meal Per Diem, please provide the city you visited and the number of days in that city. *(Please refer to the Meal Per Diem information below)	
Airfare	\$ _____
Rental - vehicle	\$ _____
Bus, taxi, etc	\$ _____
Lodging	\$ _____
Parking & tolls	\$ _____
Other travel expenses (list):	\$ _____
	\$ _____
	\$ _____
Meals – actual if not using per diem rate	\$ _____
City visited (for per diem) _____ # of days _____	

#### \*Meals Per Diem

- You may claim actual costs for your meals if you traveled away from home (outside the metro area, usually more than 50 miles) or the per diem amount which varies depending on what city or country you traveled to.
- In order to calculate correctly the per diem for your meals, please provide the city visited and the number of days in the city.
- You can use actual expenses or per diem for each business trip you take but you cannot use both per diem and actual expenses for the same trip.

**Asset and Improvement Depreciation Worksheet**

Please report the purchase and disposition of **ALL** assets used for your business.  
 If this is your first time having us do your tax return, please bring previous depreciation schedules.

Description	Date Acquired	Cost	Date Sold	Cost	Section 179	Prior Depreciation	Qualified Property - Stimulus	Land (in cost)

**All information in this organizer is true and completed to the best of my knowledge. Also please read and sign the General Engagement Letter found below and submit with this organizer.**

Taxpayer Signature \_\_\_\_\_ Date \_\_\_\_\_