

# Howland Tax Services

## 2009 Rental Income Checklist (United States)

### Identification

#### Rental Period

From (month/day/year) \_\_\_\_\_

To (month/day/year) \_\_\_\_\_

Was 2009 the final year of the rental operation?

Yes

No

Did you or your family use the rental property for personal purposes at any time during the year?

Yes

No

If yes, how many days was it used for personal purposes, and how many days was it rented at Fair Market Value?

\_\_\_\_\_

#### Details of co-owners or partners

Provide names, addresses, and percentage of ownership

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Income

Address of property

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of units

\_\_\_\_\_

Percentage of property rented

\_\_\_\_\_

Gross rents

\_\_\_\_\_

## Expenses

It is important to have receipts or statements to document all expenses. Credit card or bank statements are generally not considered to be adequate documentation.

Advertising	
Auto and travel	
Cleaning and maintenance	
Commissions	
Insurance	
Legal or professional fees	
Property management fees	
Mortgage interest paid to banks	
Other interest	
Repairs (non-capital)	
Supplies	
Property taxes	
Utilities	
Other expenses	

## Asset Additions and Disposals

Please provide a breakdown of asset additions or disposals made in 2009:

	<b>Additions</b>	<b>Disposals</b>
Laundry machines, stoves, refrigerators, etc.		
Purchase or disposal date		
Cost or proceeds		
Furniture		
Purchase or disposal date		
Cost or proceeds		
Lawn mowers, yard equipment, other equipment (specify)		
Purchase or disposal date		
Cost or proceeds		

**Fair Market Value and Depreciation on Building**

On what date did you acquire the property for rental purposes, or convert the property to rental use?

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What was the property's cost basis?

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What was the value of the land in relation to the building?

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What renovations to the building or property improvements have been made? Provide details and dates:

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**Other Items**

Please list any other taxable items related to the operation of your rental property.

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