

Real estate rental tax preparation checklist

A quick checklist of items needed for real estate rental activity

- 1- Rental activities are reported *per activity*.
- 2- What is the average stay per your activity?
 - a. Be careful.
 - b. Airbnb (or equivalent) rentals have different tax treatment than long term rentals
- 3- Gross rental payments
- 4- Gross tenant deposits received (if lease states a security deposit is required)
- 5- Mortgage principal payments for the year (and/or year end 1099 from mortgage)
- 6- Common expenses incurred in real estate activities:
 - a. Insurance
 - b. Real estate taxes
 - c. Mortgage interest
 - d. HOA or related costs
 - e. Repairs and maintenance – note new rules went into effect for capitalization
 - i. If individual items cost over \$500, please list out separately
 - f. Broker and/ or management fees
 - g. Professional fees
 - h. Bank charges (if maintain a separate bank account), credit card processing
 - i. Utilities
 - j. Office supplies used to rent/manage the property
 - k. Advertising to rent space
 - l. Cleaning
 - m. License, permits and registration fees
 - n. Collection and eviction costs
 - o. If owned in a corporate/LLC structure, cost of maintaining the corporate/LLC structure
 - p. Miles driven to manage rental property
- 7- Did you buy a new rental property?
 - a. Provide closing docs on purchase and identify where deposited funds came from.
 - b. Certain costs are capitalized as basis/others will be written off as an expense.
 - c. Purchase price to be allocated to land/building/units for depreciation
- 8- Did you sell a rental property?
 - a. Provide closing docs on sale
 - b. Did you do a 1031 (or think you did)? Who was the intermediary and did you receive any cash proceeds directly/indirectly?
- 9- Do you need to file any 1099's for payments made to anyone over \$600 or \$10 of interest?
 - a. This is now a question on your tax return!
- 10- Please provide year end bank statement of entity that owns property

This is not an all-inclusive checklist, rather a snap shot of what information is needed for us to prepare your business tax return.

[Contact us](#) to help you **Move Your Company Forward!**