



Rental Property Year End Tax Worksheet

Taxpayer(s): _____ Tax Year: _____

FEIN/SSN: _____

Profit and Loss Statement

	PROPERTY 1	PROPERTY 2	PROPERTY 3
Street Address			
City, State			
ZIP			
Type of Property	Residential/Commercial	Residential/Commercial	Residential/Commercial
Active Participation	YES/NO	YES/NO	YES/NO
RENTS RECEIVED			
EXPENSES			
Advertising			
Association Dues			
Bank Charges			
Car & Truck Expenses (choose one)			
1. Standard Mileage Rate			
<i>Make/Model:</i> _____			
<i>Total Miles:</i> _____			
<i>Business Miles:</i> _____			
2. Actual Out of Pocket Expenses**			
Cleaning and Maintenance			
Commissions			
Contract Labor			
Insurance			
Legal and Professional Fees			
Licenses and Permits			
Management Fees			
Meals			
Moving/Landscape			
Interest			
1. Mortgage			
2. Other _____			
Office Expense			
Other _____			
Painting and Decorating			
Pest Control			
Plumbing and Electrical			
Postage			
Repairs			
Security			
Supplies			
Taxes			
1. Property Tax			
2. KY Corp/LLET Tax			
3. Local Net Profits Tax			
4. Other _____			
Telephone			
Tools			
Travel			
Utilities			
Wages and Salaries			
TOTAL EXPENSES			

2023 Standard Mileage Rate: 65.5¢ per mile

**Insurance, Gas, Oil, Repairs, Wipers, Tires, Depreciation/Cost of Vehicle, License/Tags

Property Information

		PROPERTY 1	PROPERTY 2	PROPERTY 3
Date of Purchase				
Purchase Price				
Current Year Improvements	Date			
New Fixed Assets	Date			

Balance Sheet Statement

ONLY S-CORPS AND PARTNERSHIPS NEED TO COMPLETE

ASSETS

Reconciled Cash Balance on 12/31
 Loans to Shareholders/Owners
 Buildings
 Equipment
 Land

TOTAL ASSETS

PROPERTY 1	PROPERTY 2	PROPERTY 3

TOTAL LIABILITIES AND EQUITY

Notes Payable
 Loans from Shareholders/Owners
 Mortgage Payable - 1st
 Mortgage Payable - 2nd
 Line of Credit Payable
 Other Liabilities _____
 Capital Stock
 Additional Paid in Capital
 Owner Draws and Distributions
 Treasury Stock
 Additional Equity Adjustments

TOTAL LIABILITIES AND EQUITY

PROPERTY 1	PROPERTY 2	PROPERTY 3

The above information is furnished to Bottom Line Services for the purpose of preparing all applicable tax returns related to the business listed above. This information is accurate and complete to the best of my knowledge and accurately represents all income and expenses associated with this business activity for the applicable tax year. I have gathered this information from records and documents maintained by the business. While Bottom Line Services will not audit or verify these records, I understand my need to keep these records on file within the business for a minimum of three years. I also understand that at any future point, I may be asked by Bottom Line Services or a governmental taxing authority to clarify or produce these records in order to verify the information listed above. I accept full responsibility for the accuracy of this data and for the maintenance of the underlying documentation.

Signature

Printed Name

Title

____/____/____
Date