TAX TYME
INCOME TAX PREPARATION & PLANNING

Rental Property Organizer

Income & Expense Worksheet (Schedule E) · one sheet per property

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Enter full-year totals (Jan 1 – Dec 31) for this property only, in whole dollars. Not sure where something goes? Use "Other" and add a note. Please print clearly.

1 THE PROPERTY

Owner name(s) _____ Tax year _____ Property # ___ of ___ (one sheet per property)

Property street address _____ City _____ State _____ ZIP _____

Owned by: ☐ Just me ☐ Me & spouse ☐ With others Your share: _____ % **New to Tax Tyme?** ☐ No ☐ Yes (send prior depreciation)

This year I: ☐ Bought it ☐ Sold it ☐ Started renting ☐ Stopped renting Date: _____ *Send the closing statement.*

Days: _____ rented at a fair price _____ used by you/family or rented cheap _____ empty but available

2 INCOME

	AMOUNT
Rent received All rent collected, including advance rent	$
Fees collected Late, pet, application, laundry, parking	$
Security deposits kept Only deposits you kept, not ones returned	$
Bills tenant paid for you Instead of rent; also list it as an expense	$
Other rental income Anything else; explain in Notes	$
Total income	**$**

Got a 1099-K or 1099-MISC (Airbnb, VRBO, manager)? ☐ No ☐ Yes

3 EXPENSES (this property only)

	AMOUNT
Advertising Listings, signs, listing-site fees	$
Cleaning & maintenance Cleaning, lawn, snow, pest control	$
Commissions Agent fees to find a tenant	$
Insurance Landlord, fire, flood, liability	$
Legal & professional Attorney, eviction, bookkeeping, tax prep	$
Management fees Property manager's year-end statement	$
Mortgage interest (1098) Interest only, not principal	$
Other interest Other loans or cards used for this property	$
Repairs Fixes that keep it working (upgrades go below)	$
Supplies Bulbs, filters, detectors, small tools	$
Property taxes County real estate tax bill	$
Utilities Only utilities you paid, not the tenant	$
HOA / condo fees Association dues	$
Travel & parking Tolls, parking, overnight trips	$
Other: _____ Describe the expense	$
Other: _____ Describe the expense	$
Total expenses	**$**

4 VEHICLE

Miles driven for this rental: _____ Total miles on vehicle: _____

Do you keep a mileage log? ☐ Yes ☐ No *The IRS can deny miles without one.*

5 OTHER QUESTIONS

Paid any one contractor $2,000 or more? ($600 for 2025)

☐ No ☐ Yes Who: _____

Documents I'm sending:

- ☐ Form 1098
- ☐ 1099-K / 1099-MISC
- ☐ Closing statement
- ☐ Property tax bill
- ☐ Manager's year-end stmt
- ☐ Improvement receipts

Notes:

_____

_____

_____

6 IMPROVEMENTS & PURCHASES OVER $2,500

Repairs keep it working; improvements make it better or last longer. Not sure? List it.

DATE	DESCRIPTION	TYPE	COST
			$
			$
			$
			$

7 SUMMARY & SIGNATURE

Total income $ _____ **Total expenses** $ _____ **Net income or (loss)** **$** _____

I confirm this information is complete and accurate, and I have records to support these amounts.

Signature _____ Date _____ Best phone _____