|  |  |  |
| --- | --- | --- |
| ***Rental***  |  | ***Self Employed***  |
| ***Income & Expenses*** |  | ***Income & Expenses*** |
| **PROPERTY**  | **KIND AND LOCATION**  | **Acquired** | **COST** |  |  |  |  |  |  |
|  |   |   | **Mo - Yr** |   | **Total Sales**  |   |   |   |
|  |   |   |  |   | **Inventory / Materials** |  |   |   |   |
|  |   |   |   |   | **Purchased** |  |   |   |   |
|  |  |   |  |  |   |   | **Inventory at 12/31/2015** |  |   |   |   |
| **INCOME**  |  |  | PROPERTY  |  |  |  |  |
|  |  |  |   |   |   |
|  |  |  |  |  |   |  | **Shipping**  |  |  |   |   |   |
| RENTS RECEIVED  |  |  |   |  | **Postage**  |   |   |   |
|   |   |   |   |   |   |   |  |  |   |   |
| OTHER INCOME  |  |  |   |  | **Education**  |  |  |   |   |   |
| **EXPENSES**  |   |   |  |   |   |   |
|   |   | **Business Mileage** |  |   |   |   |
|  |  |  |  |   |   |  | **Total Mileage** |  |   |   |   |
| **ADVERTISING**  |  |  |  |   |   |  |  |   |   |   |
|  |   |   |   |   |   |   | **Entertainment**  |  |   |   |   |
| **AUTO AND TRAVEL - MILES**  |  |  |  |   |   |  |  |   |   |   |
|  |   |   |   |   |   |   | **Telephone**  |  |   |   |   |
| **CLEANING AND MAINTENANCE**  |  |  |  |   |   |  |  |   |   |   |
|  |   |   |   |   |   |   | **Utilities**  |  |  |   |   |   |
| **COMMISSIONS**  |   |   |   |   |  |   |   |   |
|  |   |   |   |   |   |   | **Internet**  |  |  |   |   |   |
| **INSURANCE**  |   |   |   |   |   |  |   |   |   |
|  |   |   |   |   |   |   | **Clients Gifts** |  |   |   |   |
| **LEGAL & PROFESSIONAL**  |   |   |   |   |  |   |   |   |
|  |  |  |  |   |   |  | **Party Gifts** |  |  |   |   |   |
| **MORTGAGE INTEREST PAID TO BANKS ETC**  |   |   |  |   |   |   |
|  |  |  |  |   |   |  | **Tools**  |  |  |   |   |   |
| **OTHER INTEREST**  |   |   |   |   |  |   |   |   |
| **REPAIRS**  | CARPENTRY  |   |   |   | **Equipment**  |  |   |   |   |
| FURNACE |   |   |   |   |  |   |   |   |
| PAINTING  |   |   |   |   | **Rent**  |  |  |   |   |   |
| PLUMBING  |   |   |   |  |   |   |   |
| OTHER  |   |   |   |   | **Insurance**  |  |  |   |   |   |
| LIST IMPROVEMENTS SUCH AS NEW ROOF | *addt'l comments* |  |   |   |   |
|  |  |  |  |   |   |   | **Legal & Professional Fee**  |   |   |   |
| **SUPPLIES**  |   |   |   |   |   |   |  |   |   |   |
|  |  |  |  |   |   |  | **Office Expense** |  |   |   |   |
| **TAXES**  |  |  |  |   |   |  |  |   |   |   |
| **UTILITIES**  | ELECTRICITY  |   |   |   | **Repairs**  |  |  |   |   |   |
| FUEL  |   |   |   |   |  |   |   |   |
| WATER/SEWER  |   |   |   | **Supplies**  |  |  |   |   |   |
|   |   |   |   |   |   |   |  |   |   |   |
| **YARD/SNOW REMOVAL**  |   |   |   |   | **License**  |  |  |   |   |   |
|  |   |   |   |   |   |   |  |   |   |   |
| **OTHER**  |   |   |   |   |   |   | **Bank Fees** |   |   |   |   |   |
|  |   |   |   |   |   |   |  |   |   |   |   |   |
| **WHAT % OF PROPERTY WAS RENTAL**  |   |   | **%** |   |   |   |   |   |   |
|   |  |  |   |   |   |   |  |  |  |  |  |  |
|   |   |   |   |   |   |   |   |   |   |   |   |   |
| *additional comments* |   |   |   |   |  |  |  |  |  |  |