|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***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* | | |  |  |  |  |  |  |  |  |  |  |