

# LETP Rental Property Checklist 2021



This form is for Sole Proprietors or Single-Member LLCs. *Please complete a separate form for each property.* The purpose of this form is to compile your data and necessary documentation. Please complete to reduce billable time.

Taxpayer Name: \_\_\_\_\_ EIN (if not SS): \_\_\_\_\_

Business Name: \_\_\_\_\_

Rental Address: \_\_\_\_\_

When did you start renting this property? \_\_\_\_\_

Are you up to date on your property taxes? YES  NO

How many days did you use this property for personal reasons this year? \_\_\_\_\_

How many days was the property available for rent, even if it was unoccupied? \_\_\_\_\_

Earned Income \$ \_\_\_\_\_

Home Office? YES  NO

Interest Income \$ \_\_\_\_\_

Total SqFt of Home: \_\_\_\_\_

Deposits \$ \_\_\_\_\_

Total SqFt of Workspace: \_\_\_\_\_

## ► EXPENSES

Advertising \_\_\_\_\_

Bank Fees \_\_\_\_\_

1099 Labor \_\_\_\_\_

Insurance \_\_\_\_\_

Mortgage Interest \_\_\_\_\_

Other Interest \_\_\_\_\_

Legal \_\_\_\_\_

Accounting \_\_\_\_\_

Office Supplies \_\_\_\_\_

Equipment Rent \_\_\_\_\_

Repairs \_\_\_\_\_

Maintenance \_\_\_\_\_

Supplies \_\_\_\_\_

Property Taxes \_\_\_\_\_

Phone/Internet \_\_\_\_\_

Utilities \_\_\_\_\_

Other \_\_\_\_\_

### VEHICLE MILEAGE?

Vehicle 1 Type \_\_\_\_\_

Total Miles Driven \_\_\_\_\_

Business Miles Driven \_\_\_\_\_

Vehicle 2 Type \_\_\_\_\_

Total Miles Driven \_\_\_\_\_

Business Miles Driven \_\_\_\_\_

## ► ASSETS OR CAPITAL IMPROVEMENTS

If you bought an asset for the property or invested in a capital improvement, please provide a list of all assets including cost and purchase date.