

Real Estate Income Tax Checklist

Gross Income:

Vehicle and Travel

| | |
|----------------------------------|--|
| Starting mileage (Jan 1) | |
| Ending mileage (Dec 31) | |
| Commuting / Personal | |
| Showing / Closing / Client miles | |
| Training / Education miles | |
| Office supply miles | |
| Other business miles | |
| Other business miles | |
| Car registration | |
| Interest paid on vehicle | |
| Airfare & Lodging | |
| Hotel / Motel | |
| Business Meals | |
| Tolls / Parking | |
| Uber / Taxi | |

Advertising

| | |
|---|--|
| Business cards | |
| Social media / Website / Email services | |
| Promotional items / Paid ads | |
| Marketing | |
| Signs / Newspaper advertising | |
| Other | |

Legal and Professional

| | |
|-------------------------|--|
| HAR / NAR / TAR dues | |
| Referral fees | |
| Relocation fees | |
| Broker fees | |
| Photographer | |
| Home warranty / Refunds | |
| License fees | |
| Supra key fee | |
| Other | |

Education

| | |
|----------------------|--|
| Real estate classes | |
| Continuing education | |
| Books | |
| Other | |

Office

| | |
|-----------------------------------|--|
| Pens / Pencils / Paper | |
| Tablet / Computer and accessories | |
| Software | |
| Printer / Toner / Ink | |
| Other | |
| Other | |

Communication

| | |
|--------------------------|--|
| Cellphone | |
| Cellphone accessories | |
| Tablet / Aircard service | |
| New cell / Aircard | |
| Home internet | |

Supplies

| | |
|-------------------|--|
| Gifts | |
| Car wash | |
| Supra key replace | |
| Staging supplies | |
| Other | |

General Bus. Expenses

| | |
|----------------------|--|
| E&O insurance | |
| Postage | |
| Desk fee | |
| Retirement plan | |
| Contract / 1099 paid | |
| Bookkeeping | |
| Other | |
| | |
| | |
| | |

Conduct business at home?

Yes / No

*Does your 1099 reflect your gross commissions, or your net pay after broker fees? You need to know!