

MolenTax

Real Estate Tax Checklist

Phone: 281-440-6279 • Fax: 281-716-6000

Mileage

Starting Mileage	
Ending Mileage	
Total Miles Driven for the Year	
Training Miles	
Education Miles	
Territory Miles	
Showing Homes Miles	
Open House Miles	
Office Supply Purchase Miles	
Closing Miles	
Other Miles	
Other Miles	

Office Expense

Pens, Pencils, Paper	\$
Calculator	\$
New Computer Purchase	\$
iPad or Tablet	\$
Computer Supplies	\$
Computer Upgrades	\$

Educational Expenses

Real Estate Classes	\$
Continuing Education	\$
Tuition / Professional Development	\$
Books	\$

Advertising

Business Cards	\$
Signs / Newspaper Advertising	\$
Promotional Items	\$
Other Advertising	\$

Communication

Cell Phone (Monthly / Annually)	\$
Air Card (Monthly / Annually)	\$
Internet (Monthly / Annually)	\$
New Cell Phone Purchase	\$
New Air Card Purchase	\$

Legal and Professional

License Fees	\$
HAR / NAR / TAR Dues	\$
Suprakey	\$
Desk Fee / Office Rental	\$
E & O Insurance	\$
Referral Fees	\$
Home Warranties	\$
Business Gifts (Limit \$25.00 per indiv.)	\$
Other	\$

Entertainment

Business Meals	\$
Other Entertainment	\$

Travel

Tolls	\$
Parking	\$
Airfare	\$
Hotel	\$