

## **REAL ESTATE PROFESSIONAL INCOME TAX RETURN CHECK LIST**

**AD VALOREM** - auto  
**ADVERTISING** - flyers  
**ADVERTISING** - newspaper ads  
**ADVERTISING** - real estate TV ads  
**AUTO EXPENSE** (*see detail\**)  
**AUTO RENTAL**  
**BALLOONS**  
**BRIEFCASE**  
**BUILDER'S PROMOTIONS**  
**BUSINESS BANK ACCOUNT FEES**  
**BUSINESS CARDS**  
**BUSINESS LICENSE**  
**CALCULATOR**  
**CLUB DUES** - limited  
**COMMISSIONS** - other agents  
**COMMISSIONS** - referrals  
**COMPUTER** - on time usage  
**COMPUTER** - purchase  
**COMPUTER SUPPLIES**  
**CONTINUING EDUCATION**  
**COPIES**  
**COURIERS**  
**CREDIT CARD FEES** - business  
**ENTERTAINMENT** - agents  
**ENTERTAINMENT** - customers  
**FEDERAL EXPRESS**  
**FLOWERS**  
**FMLS BOOKS**  
**GIFTS** - limited, if to one individual  
**GREETING CARDS**

**HOME OFFICE** - (*see detail\**)  
**INSURANCE** - health  
**INSURANCE** - Errors & Omissions  
**INSURANCE** - General Liability  
**INTEREST** - auto loans  
**INTEREST** - business loans  
**INTEREST** - credit cards for business  
**INVITATIONS**  
**LISTING EXPENSES** - furniture rental  
**LISTING EXPENSES** - landscaping  
**LISTING EXPENSES** - maid service  
**LISTING EXPENSES** - repairs  
**LISTING EXPENSES** - pest inspections  
**LISTING EXPENSES** - property inspections  
**LISTING EXPENSES** - utilities  
**LOCKBOXES**  
**MEALS FOR TRAVEL**  
**OFFICE EQUIPMENT** - copier  
**OFFICE EQUIPMENT** - fax  
**OFFICE EQUIPMENT** - other  
**OFFICE FURNITURE** - rent or purchase  
**OFFICE RENT**  
**OFFICE SUPPLIES**  
**OPEN HOUSE EXPENSES**  
**PAYROLL TAXES ON EMPLOYEES**  
**PHONE** - answering machine  
**PHONE** - answering service  
**PHONE** - cell purchase  
**PHONE** - cell usage  
**PHONE** - long distance

PHONE - pager  
PHONE - separate home line  
PHONE - special features  
PHONE - voice mail  
PHOTOS  
POSTAGE  
PRINTING  
PROFESSIONAL BOARD DUES  
PROFESSIONAL DEVELOP. - counseling  
PROFESSIONAL FEES - legal, tax prep  
PROFESSIONAL MEMBERSHIPS  
PROFESSIONAL SEMINARS  
REPAIRS - office equipment

SECRETARIAL SERVICE  
SHOES/CLOTHING DAMAGE  
SIGNS  
SUPRA KEY  
TRAILER - insurance  
TRAILER - rental  
TRAILER - utilities  
TRAVEL EXPENSE - hotels, tips  
TRAVEL EXPENSE - meals  
TRAVEL EXPENSE - rental cars, taxis  
TRAVEL EXPENSE - other  
WAGES FOR ASSISTANT

**\*AUTO EXPENSE**      *\*(.50 cents per mile)*

ACCESSORIES  
AUTO CLUBS  
GARAGE RENT  
GASOLINE  
INSURANCE  
INTEREST - only if self-employed  
LEASE - fmv of car on lease date  
LICENSE, TAGS & INSPECTION FEE  
MILEAGE - total for business  
MILEAGE - total for the year  
OIL & LUBE  
PARKING & TOLLS  
REPAIRS & MAINT.  
TIRES & TUBES  
WASH & WAX  
YEAR END ODOMETER READING  
OTHER

**\*OFFICE IN HOME SUMMARY**

*(can only be used up to the amount of  
profit of business)*  
CLEANING & MAINTENANCE - maid  
DEPRECIATION - cost of home plus improve.  
INSURANCE  
INTEREST  
LANDSCAPING  
RENT  
REPAIRS  
SECURITY SYSTEM  
TAXES  
TRASH  
UTILITIES - not telephone  
OTHER