

2023 REAL ESTATE PROFESSIONAL
INCOME TAX RETURN CHECKLIST

AD VALOREM – auto/TAVT
ADVERTISING – flyers
ADVERTISING – newspaper ads
ADVERTISING – RE TV/internet ads
AUTO EXPENSE – ([see detail*](#))
AUTO RENTAL
BALLOONS
BRIEFCASE or luggage
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 FEES
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
INTERNET FEES

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 & fax
OFFICE EQUIPMENT – printer
OFFICE EQUIPMENT – other
OFFICE FURNITURE – rent or purchase
OFFICE RENT
OFFICE SUPPLIES
OPEN HOUSE EXPENSES
PAYROLL TAXES ON EMPLOYEES
PHONE – answering service
PHONE – cell purchase
PHONE – cell usage
PHONE – long distance
PHONE – separate home line
PHONE – special features
PHONE – voice mail
PHOTOS
POSTAGE
PRINTING
PROFESSIONAL RE BOARD DUES
PROFESSIONAL DEVELOP. - counseling
PROFESSIONAL FEES – legal, tax prep
PROFESSIONAL MEMBERSHIPS
PROFESSIONAL SEMINARS
REPAIRS – office equipment
SECRETARIAL SERVICE

SHOES/CLOTHING DAMAGE
SIGNS
SOFTWARE LICENSE
STAGING FEES
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**

(.65.5¢)

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 year
OIL & LUBE
PARKING & TOLLS
REPAIRS & MAINTENANCE
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)*

CABLE
CLEANING & MAINTENANCE - maid
CLEANING SUPPLIES
DEPRECIATION - cost of home plus improvements
HOMEOWNER'S DUES
INSURANCE - Hazard & PMI
INTEREST
LANDSCAPING
PEST CONTROL SERVICE
RENT
REPAIRS
SECURITY SYSTEM
TAXES
TRASH PICKUP
UTILITIES - not telephone
OTHER