

TAX PREPARATION CHECKLIST FOR RENTAL PROPERTY



Please ignore those items, which are not applicable to your tax situation.

1. Address of rental property
2. Date purchased
3. Purchase price of property
4. Income received from tenants
5. Date property rented or ready for occupancy
6. Repairs
7. Maintenance fees (exterminating, cleaning etc.)
8. Utilities paid by owner (ex. gas, electric, water)
9. License fees (paid to City of Philadelphia or other agencies)
10. City of Philadelphia BPT license number
11. Real estate taxes paid
12. Auto mileage used to collect rent or purchase repair items
13. Advertising expense
14. Legal fees (ex drawing up lease agreements)
15. Real Estate Taxes Paid
16. Supplies
17. Fire and/or Homeowners Insurance for Property
18. Mortgage interest paid to banks for property