

# MAS TAX ORGANIZER 2023

*Please complete before your appointment*

## RENTAL PROPERTY INCOME AND EXPENSES

### 1. PROPERTY INFORMATION

**Property 1**

Street \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Property 2**

Street \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Property 3**

Street \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Property 4**

Street \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Property 5**

Street \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

### 2. PROPERTY INCOME

	Property 1	Property 2	Property 3	Property 4	Property 5
Rents Received	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Advance Rents Received*	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Security Deposit**	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lease Cancellation Fees	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Tenant-Paid Expenses ***	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Rental Interest	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

\*Advance rent is any amount you receive before the period that it covers. I.e. you sign a 10 year lease to rent your property. In the first year you receive \$5,000 for the first year's rent and \$5,000 as rent for the last year of the lease. You must include \$10,000 in your income in the FIRST year.

\*\*ONLY include if you keep part or all of the security deposit because your tenant does not live up to the terms of the lease. If the security deposit is used as a final payment of rent, it is considered advance rent and should be reported in the year it was received.

\*\*\* For example, if your tenant pays the water and sewage bill and ALSO deducts that amount from the rent payment; include the utility bill paid by the tenant as income.

### 3. PROPERTY EXPENSES

	Property 1	Property 2	Property 3	Property 4	Property 5
Advertising	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cleaning & Maintenance	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Commissions Paid	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Insurance	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Legal/Prof Svcs	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mgmt Fees	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Interest Paid	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Repairs	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Supplies	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Taxes	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Utilities	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Labor	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____