



## Rental Property Worksheet

As with all our forms, you may submit this information electronically using our secure online submit forms. Using this PDF as a work paper and submitting the information electronically is a convenient way of sending your information. Our PDFs are not fillable.

And all online submit forms are converted to a text file and saved in your client portal for historical purposes. You can access our online submit forms here:

**[www.blueskiestaxservice.com/taxes](http://www.blueskiestaxservice.com/taxes)**

Our apologies upfront. This form is ridiculously long. But there is a bunch of information we need for new clients or for those who just became landlords.

**Existing clients with no changes in their rentals need only complete the pertinent rental income and expense categories, and any improvements.**

Property Address \_\_\_\_\_

Property City State and Zip  
\_\_\_\_\_

If this rental property is not in the same state as you, a non-resident tax return for that state will be prepared and filed even if your rental loses money. The rule is simple - if you have an income producing asset in a taxing jurisdiction, a tax return is required. And in many cases, this works to your advantage since this will help maintain your disallowed or non-deducted losses plus provide historical information for future capital gains calculations.

## Current Tax Year Rental Property Set Up Information

Complete this next section only if you began renting a property in the current tax year or **if you are a new client**. When determining the value of the land, the property assessment from the county assessor can be helpful - we can also help with this too.

Original Purchase Date \_\_\_\_\_

Original Purchase Price \_\_\_\_\_

Portion of Price Attributed to Land \_\_\_\_\_

Date Property was Placed into Service \_\_\_\_\_

Service dates can be misleading. If the property was available for rent on Jan 1 but not rented until Mar 1, the property was technically placed into service on Jan 1. Again the service date is the date the property was available for rent.

Fair Market Value when Placed Service \_\_\_\_\_

## Personal Residence Conversion

If you owned the property as your personal residence and then converted it to a rental, the basis for depreciation and capital gains is **the lower** of the fair market value or the adjusted cost basis. Adjusted cost basis includes original closing costs, improvements and any depreciation already taken. If applicable, please provide this information below so we can properly calculate your basis for depreciation (sounds fancy).

---

---

## HUD Request

If you have not provided a HUD or closing statement regarding the purchase of this rental property, please try to do so. Several reasons- it helps us create a starting point for your depreciation and capital gains calculations since some acquisition costs are added to your cost basis. And there are some other expenses that might be deductible right away in the first year. And lastly, when you sell this property and you cannot find your original HUD, you won't have to worry since we have a copy. Please send a copy.

## Prior Depreciation

If you are a new client with Blue Skies Tax Service (and were not previously with Watson CPA Group) and you had this property as a rental on prior tax returns, we will need the full depreciation schedule. We can help you with obtaining or determining this information too.

## Improvements, Sale, Management

Did you make any improvements such as new roof, appliances, wall-to-wall carpet, etc.? If Yes, please detail the improvement, date and amount below.

---

---

Did you sell or dispose of this rental property last year? If Yes, please provide a HUD or closing statement for the sale, AND provide some basic information such as sale date, sale price and selling costs below. If you received a Form 1099-S (Sale Proceeds) from the title company, please provide a copy of that too.

---

---

Have you or will you move back into the rental? If Yes, please provide some more details below.

---

---

Did you use the rental for personal use last year? Please tell us the number of days you, your family or close friends have used the rental without paying rent, and provide a brief explanation below.

---

---

Is your rental considered a vacation rental? Do you list it on VRBO like a ski-condo or beach house? If so, please explain below.

---

---

Do you share ownership with anyone else besides your spouse? If so, please provide the ownership percentages and the names of other owners below.

---

---

Do you rent a portion or unit of a multiple unit dwelling that you also reside in? Or do you rent a room out of your personal residence, or some other unusual rental situation? If so, please explain below.

---

---

### Mileage and Home Office

Vehicle expenses including mileage and business use of your home (home office) are ONLY reported on the respective worksheets. Home office deduction is reserved for **Real Estate Professionals** only as defined by the IRS (see below).

For vehicle expenses including mileage, use the following link:

**[www.blueskiestaxservice.com/auto](http://www.blueskiestaxservice.com/auto)**

### Real Estate Professionals

If you own multiple rental properties and / or are electing yourself a **Real Estate Professional** for tax purposes, please inform us right away. A home office deduction cannot be entertained without being a Real Estate Professional as defined by the IRS or an active real estate agent. Real estate agents are NOT automatically considered Real Estate Professionals- the IRS definition is very strict and a real estate license or being a Realtor does not automatically satisfy the requirement.

### Rent Received

Rents Rec'd (on 1099s) \_\_\_\_\_

Rents Rec'd (not on 1099s) \_\_\_\_\_

### Mortgages

Please send your mortgage interest statements (Form 1098) and any other year-end statements. We will use that information to compute your deduction for mortgage interest, private mortgage insurance (PMI) and real estate taxes. Some lenders are excellent about printing the property address on the Form 1098. If your lender does not, PLEASE write down the rental property address on your tax documents.

Mortgage Interest 1 \_\_\_\_\_ Lender 1 \_\_\_\_\_

Mortgage Interest 2 \_\_\_\_\_ Lender 2 \_\_\_\_\_

Mortgage Interest 3 \_\_\_\_\_ Lender 3 \_\_\_\_\_

PMI (total) \_\_\_\_\_

Other Interest \_\_\_\_\_

## Expenses

Advertising \_\_\_\_\_

Travel (no auto miles)\*\*  
\_\_\_\_\_

Cleaning, Maintenance  
\_\_\_\_\_

Commissions \_\_\_\_\_

Hazard Insurance \_\_\_\_\_

Legal, Professional Fees  
\_\_\_\_\_

Management Fees \_\_\_\_\_

Property Taxes \_\_\_\_\_

Repairs \_\_\_\_\_

Supplies \_\_\_\_\_

Utilities \_\_\_\_\_

HOA Dues \_\_\_\_\_

Cell Phone (biz portion)\*  
\_\_\_\_\_

Internet (biz portion)\*  
\_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

\* Cell phone and internet expenses are for managing the property, calling tenants, performing background checks, coordinating with contractors, etc. These expenses are generally about 5-10% business use per rental.

\*\* Report mileage expense on the Vehicle Expense and Mileage worksheet  
([www.blueskiestaxservice.com/auto](http://www.blueskiestaxservice.com/auto))

## Other Information

Any other expenses or information that might be pertinent to your rentals? If so, please explain below:

---

---

---

# Disclosure

I(We) verify that the information provided in this **Rental Property Worksheet** is accurate and complete. I(We) understand it is my(our) responsibility to include any and all information concerning income, deductions and other information necessary for the preparation of my (our) personal income tax return.

Taxpayer Signature \_\_\_\_\_

Date\_\_\_\_\_

Printed Name \_\_\_\_\_

Spouse Signature \_\_\_\_\_

Date\_\_\_\_\_

Printed Name \_\_\_\_\_

Please call or email us anytime with your questions and concerns. Thank you in advance, and we look forward to working with you!

Blue Skies Tax Service