REAL ESTATE INCOME & EXPENSE WORKSHEET

**NAME** ____________________________ **Federal ID #** __________________

**NAME OF BROKER** ____________________________

**ADDRESS OF BUSINESS** ____________________________

How many months was this business in operation during the year? 12 Months  □ OR From ____ To ____

How many hours during the year did you and/or your spouse devote to this business? FULL TIME □  OR # of hours _______

Is any portion of your investment in this business not subject to payback by you? YES □  NO □

**BUSINESS INCOME**

<table>
<thead>
<tr>
<th>COMMISSIONS</th>
<th>1099 – MISC. Bring in ALL 1099s received. Include Non-Employee Amount in Gross Sales.</th>
</tr>
</thead>
<tbody>
<tr>
<td>REFERRAL FEES</td>
<td>Do your records agree with the amount reported? YES □  NO □</td>
</tr>
<tr>
<td>RETURNS/REFUNDS</td>
<td>Did you receive $10,000.00 in actual cash from any individual at any one time—or in accumulated amounts—during this tax year?</td>
</tr>
<tr>
<td>OTHER INCOME</td>
<td></td>
</tr>
</tbody>
</table>

**Sales of Equipment, Machinery, Land, Buildings Held for Business Use**

<table>
<thead>
<tr>
<th>Kind of Property</th>
<th>Date Acquired</th>
<th>Date Sold</th>
<th>Gross Sales Price</th>
<th>Expenses of Sale</th>
<th>Original Cost</th>
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</tbody>
</table>

**CAR and TRUCK EXPENSES**

<table>
<thead>
<tr>
<th>Year and Make of Vehicle</th>
<th>VEHICLE 1</th>
<th>VEHICLE 2</th>
<th><strong>BUSINESS MILES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Purchased (month, date and year)</td>
<td></td>
<td></td>
<td>Bank trips</td>
</tr>
<tr>
<td>Ending Odometer Reading (December 31)</td>
<td></td>
<td></td>
<td>Client meetings</td>
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<tr>
<td>Beginning Odometer Reading (January 1)</td>
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<td>Continuing education</td>
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<tr>
<td>Total Miles Driven (End Odo – Begin Odo)</td>
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<td>Excrow &amp; loan office</td>
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<tr>
<td>Total Business Miles (do you have another vehicle?)</td>
<td></td>
<td></td>
<td>Professional meetings</td>
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<tr>
<td>Total Commuting Miles</td>
<td></td>
<td></td>
<td>Showing property</td>
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<tr>
<td>Parking Fees and Tolls</td>
<td></td>
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<td>Viewing property</td>
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<tr>
<td>License Plates</td>
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<td>Other</td>
</tr>
<tr>
<td>Interest</td>
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<tr>
<td>Continue only if you take actual expense (must use actual expense if you lease)</td>
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<tr>
<td>Gas, oil, lube, repairs, tires, batteries, insurance, supplies, wash, wax, etc.</td>
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<tr>
<td>Lease Costs</td>
<td></td>
<td></td>
<td>Commuting Miles (to Office)</td>
</tr>
</tbody>
</table>
**REAL ESTATE LICENSE**

**TRAVEL** (number of nights away from home):

<table>
<thead>
<tr>
<th>City</th>
<th>Nights out</th>
<th>City</th>
<th>Nights out</th>
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**EXPENSES** (AWAY FROM HOME OVERNIGHT):

- Lodging
- Meals & tips (keep total separate from other costs)
- Convention fees
- Cruise ship convention/seminar
- Airplane or train fares
- Auto rental, taxis or bus fares
- Other (incidental, laundry, etc.)

**EQUIPMENT PURCHASED**

*Answering machine, calculator, camera, computer, software, fax, pager, furniture, recorder, telephone, etc.*

<table>
<thead>
<tr>
<th>Item Purchased</th>
<th>Date Purchased</th>
<th>Cost (including sales tax)</th>
<th>Item Traded</th>
<th>Additional Cash Paid</th>
<th>Traded with Related Property</th>
<th>Other Information</th>
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</table>

◊ 1099s: Amounts of $600.00 or more paid to individuals (not corporations) for rent, interest, or services rendered to you in your business, require information returns to be filed by payer.

**MEALS & ENTERTAINMENT:**

- Sales lunches/dinners
- Tickets
- Tickets to qualified charitable events

**UTILITIES & TELEPHONE:**

- Electricity (business)
- Natural gas/heating fuel (business)
- Garbage, water, sewer (business)
- Telephone (bus. line, second line, other options)
- Business long distance (from home telephone)
- Fax transmissions,
- Paging services
- Pay phone
- Toll calls
- Cellular service

**OTHER EXPENSES** (not listed elsewhere):

- Appraisal fees
- Arbitration fees
- Bank charges
- Courier and delivery services
- Closing gifts and flowers
- Dues and publications (Board dues, trade journals, magazines and books)
- Lock boxes, keys, locksmiths
- Map books
- Multiple listing services
- Open house expense
- Referral fees
- Shipping
- Laundry and cleaning
- Printing and copying

**OTHER INTEREST**

Business only credit card

**LEGAL & PROFESSIONAL**:

- Attorney fees for business
- Accounting fees
- Bonds, permits, online computer, clerical and plat services

**INSURANCE**:

- Business Liability
- Errors and omissions (not include auto/truck/health)

**REAL ESTATE EXPENSES** (continued)

**ADVERTISING/PROMOTION**:

- Ads, business cards, greeting cards, signs, flags, banners, etc

◊ **COMMISSIONS & FEES PAID**:

- Contract Labor

**RENT/LEASE**:

- Machinery and equipment
- Other business property

**SUPPLIES**:

- Misc. (not included elsewhere)
- Small tools

**OFFICE EXPENSE**:

- Postage, stationery, office supplies, bank charges, pens, faxes, etc.

**REPAIRS & MAINTENANCE**:

- To sell property
- Equipment repairs

**PAYMENT OF TAXES**: Over $100.00 (must be itemized)

**W-9s (Request for Payee’s Social Security #) are available.**

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