

## **REAL ESTATE INCOME & EXPENSE WORKSHEET**

				YEAR	<b>!</b>	
NAME		Federal ID #				
NAME OF BROKER						
ADDRESS OF BUSINESS						
How many months was this be	usiness in operation du	ring the year?	12 Months 🖵	<i>OR</i> From To		
How many hours during the ye	ear did you and/or you	r spouse devote to	this business?	FULL TIME • OR	# of hours	
Is any portion of your investment				ES 🗖 NO 🔽		
		BUSINESS IN	NCOME			
COMMISSIONS		1099 - MISC. Bring in ALL 1099s received. Include Non-Employee Amount in Gross Sales.				
REFERRAL FEES	Do your records agree  with the amount reported?  NO U					
RETURNS/REFUNDS			Did you re	eceive \$10,000.00 in act	ual cash from any	
OTHER INCOME		individual at any one time—or in accumulated amounts—during this tax year?				
Sales of Equ	uipment, Machi	nery, Land,	Buildings Held	for Business	Use	
Kind of Property	Date Acquired	Date Sold	Gross Sales Price	Expenses of Sale	Original Cost	
				,		

www.casacastilloservices.com

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## **REAL ESTATE EXPENSES (continued)**

ADVERTISING/PROMOTION: Ads, business cards,	MEALS & ENTERTAINMENT:			
greeting cards, signs, flags, banners, etc	Sales lunches/dinners			
♦ COMMISSIONS & FEES PAID: Contract Labor	Tickets			
INSURANCE: Business Liability, errors and	Tickets to qualified charitable events			
omissions (do not include auto/truck/health)	UTILITIES & TELEPHONE:			
INTEREST: Mortgage (Business bldgs.)	_Electricity (business)			
Paid to financial institution	Natural gas/heating fuel (business)Garbage, water, sewer (business)			
Paid to individual				
OTHER INTEREST Business only credit card	Telephone (bus. line, second line, other options)			
♦ LEGAL & PROFESSIONAL: Attorney fees for	Business long distance (from home telephone)			
business, accounting fees, bonds, permits, on-	Fax transmissions,			
line computer, clerical and plat services OFFICE	Paging services			
<b>EXPENSE</b> : postage, stationery,	Pay phone			
office supplies, bank charges, pens, faxes, etc	Toll calls			
♦ RENT/LEASE: Machinery and equipment	Cellular service			
Other business property	OTHER EXPENSES (not listed elsewhere):			
♦ REPAIRS & MAINTENANCE:	Appraisal fees			
To sell property	Arbitration fees  Bank charges  Courier and delivery services			
Equipment repairs				
SUPPLIES:Misc. (not included elsewhere)				
Small tools	Closing gifts and flowers			
REAL ESTATE LICENSE	Dues and publications (Board dues, trade			
TRAVEL (number of nights away from home):	journals, magazines and books)			
City Nights out City Nights out	Lock boxes, keys, locksmiths			
City Nights out City Nights out	Map books			
City Nights out City Nights out	Multiple listing services			
City Nights out City Nights out	Open house expense			
	Referral fees			
EXPENSES (AWAY FROM HOME OVERNIGHT):	Shipping			
Lodging	Laundry and cleaning			
Meals & tips (keep total separate from other costs)	Printing and copying			
Convention fees				
Cruise ship convention/seminar				
Airplane or train fares				
Auto rental, taxis or bus fares Other (incidentals, laundry, etc.)				

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## **EQUIPMENT PURCHASED**

Ans	wering machine, o	calculator, camera, co	mputer, softwar	e, fax, pager, furnitu	re, recorder, telephon	e, etc.	
Item	Date	Cost (including	Item	Additional	Traded with	Other	
Purchased	Purchased	sales tax)	Traded	Cash Paid	Related Property	Information	
corporations) for	rent, interest, or se	more paid to individua rvices rendered to you	in your recip	ient. If recipient does	nary 31. Nonfiling penal not furnish you with his	/her Social Security	
business, require	information returns	to be filed by payer.	Nurr	ber, you are required	to withhold 31% of the p	payment(s).	
Name	Δ	ddress	0	ial Caarreite . #	A	of Downsont	
Name	A	duless	500	ial Security #	Amount P	urpose of Payment	
			_	-++			
CAP	nd TRUCK E	VDENSES					
CAR a	na IKOCK E	APENSES					
///			VEHICL	E 1 VEHICLE 2	✓ BUSINESS MILE	S	
Year and Make of	Vehicle				Bank trips		
Date Purchased (r	month, date and year	r)◊			Client meetings		
	ding (December 31)	•			Continuing	_	
	eading (January 1)				Excrow & Id		
	(End Odo – Begin Odo)				Professional		
		other vehicle?)			Showing pr	_	
	Total Business Miles (do you have another vehicle?)						
Total Commuting					Viewing pro	pperty	
Parking Fees and	I OIIS				Other		
License Plates							
Interest	anly if you take setual o	expense (must use actual ex	rnanca if you loosa)				
Continue	only il you take actual e	expense (must use actual ex	perise ii you lease)				
Gas, oil, lube, repairs, tires, batteries, insurance, supplies, wash, wax, etc.			etc.		Commuting Miles (to Office)		
Lease Costs							
Sign here							
•	Payee's Social Securi	ty #) are available.					

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