



Harmon Financial
& Tax Services, LLC

Rental Tax Preparation Checklist

Business Information

- ☐ Full name, EIN if registered as LLC or other business entity
- ☐ Full addresses of all properties
- ☐ Type of rental (ex: single family residential, duplex, commercial building)
- ☐ Dates rented
- ☐ Copy of last year's federal and state tax returns (unless prepared here)

Income Information

- ☐ Profit & Loss statement, Balance Sheet if available
- ☐ All income for the rental, including cash, credit cards, and other direct payments
- ☐ Any 1099-MISC forms received
- ☐ Interest income (Form 1099-INT, 1099-OID)

Expense Information

- ☐ Advertising expense
- ☐ Vehicle year and make used for rental, mileage for rental, total mileage put on vehicle
- ☐ Cleaning and maintenance expense
- ☐ Contract labor paid, copy of 1099-NECs issued
- ☐ Insurance expense
- ☐ Legal and professional fees (ex: LLC fees, tax preparation fees)
- ☐ Management fees
- ☐ Interest expense (mortgage, business loans, credit cards used for business)
- ☐ Repair expense
- ☐ Supplies expense
- ☐ Real estate taxes paid
- ☐ Utilities, cell phone, internet expenses
- ☐ Depreciation schedule (unless prior return prepared here)
- ☐ Purchase information if new rental (settlement statement from closing)
- ☐ Sale information if sold (Form 1099-S, settlement statement from closing)