

**Tax Organizer for
Rental and Royalty Income and Expenses 2004**

This form will help you to organize your rental and royalty income and expense information for 2004. Please print it out, complete as much of it as you can and bring it with you when you come in for your tax preparation appointment. If you prefer, feel free to email or fax us your form, so that we can begin to prepare your forms.

For each type of property for which you get rental or royalty income, please list the following:

Location	Type (Res or Common)
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A. Income

1. Rental Income:
2. Royalties Received:

B. Expenses

1. Advertising:
2. Association dues:
3. Auto miles driven:
4. Travel:
5. Cleaning and Maintenance:
6. Commissions:
7. Insurance:
8. Legal and professional fees:
9. Allocated tax preparation fees:
10. Licenses and permits:
11. Management fees:
12. Mortgage interest (form 1098):

- 13. Other Interest:
- 14. Repairs:
- 15. Supplies:
- 16. Property Taxes:
- 17. Utilities:
- 18. Other (Please list each expense and its cost):

Depreciation:

Existing Clients- Please only complete this information if there have been any changes since the last time you filed with us.

New clients- Please provide us with the following information.

Property	Date acquired	Cost or other basis	Deprec. Method	Prior Depreciation
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