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# RENTAL PROPERTY ORGANIZER

- Make sure to include the correct business name that holds the property.
- The Employer Identification Number (EIN) is essential in filing a tax return. Without the EIN number we are not able to file a return with the IRS.
- If there are more than two members of the business please include that information in the notes section.
- If the rental is held under your personal name, we still need a completed rental property organizer.
- Make sure to send any HUDs or closing documents on new properties acquired during this tax year.
- Under the expenses section if some of the expenses are not applicable please leave blank.
- If you've purchased appliances or made improvements please place a description and date. For example, if I bought a new dryer for the rental on April 21st. It would read: Dryer- \$650 4/21
- In the Expenses Section you will see both repairs and improvements listed. A repair is considered when an events occurs that causes the landlord to pay money to make a necessity livable or functional. An improvement is simply upgrades to existing items in the home.
- If you have additional expenses not on our list, please include them in the other section.
- Please utilize the notes section if you feel there are items that weren't covered.

# RENTAL PROPERTY ORGANIZER

This section relates to the LLC holding property. Please list ownership information as applicable. If it is owned by the Asset Management LLC simply indicate. Otherwise, list out ownership of LLC holding property. Repeat this section for the number of LLCs you have in your blueprint.

## ENTITY INFORMATION

If your Rental Property is held in your name and not in a LLC check here

Business Name: \_\_\_\_\_ State date of LLC: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Employer Identification Number: \_\_\_\_\_

## OWNER INFORMATION

*\*If more than two members please add the additional information in the notes section.*

First Name: \_\_\_\_\_ Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

County: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Ownership Percentage (%): \_\_\_\_\_

First Name: \_\_\_\_\_ Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

County: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Ownership Percentage (%): \_\_\_\_\_

## RENTAL PROPERTY INFORMATION

Enter the kind and location of property:

Property Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Property type:  Single family Res  Multi-Family Res  Commercial  Land

Fair rental days: \_\_\_\_\_ Personal use days: \_\_\_\_\_

Please include a list of assets (building, improvements, etc.) and other capitalized costs for each property. The list should include the date purchased and amount for each item. Typically you can located this list in your prior year tax return.

\*For any new Properties please include a copy of HUDS or closing documents

YES  NO Was any property purchased/converted to rental last year?

|                    |  |          |       |
|--------------------|--|----------|-------|
| Property<br>Income | Rents received:  | \$ _____ |       |
|                    |  |          |       |
| Expenses           | Advertising:<br><i>(ex. Rental Ads, Newspaper Ads)</i>   | \$ _____ |       |
|                    | Appliances - Add Dates:<br><i>(ex. Washer &amp; Dryer, Refrigerator)</i>                       | \$ _____ | _____ |
|                    |  | \$ _____ | _____ |
|                    |  | \$ _____ | _____ |
|                    | Association dues:<br><i>(ex. HOA)</i>  | \$ _____ |       |
|                    | Auto and travel:<br><i>(ex Mileage associated with Property)</i>                               | \$ _____ |       |
|                    | Cleaning/Maintenance:<br><i>(ex. Gardening, Landscaping)</i>                                   | \$ _____ |       |
|                    | Commissions:<br><i>(ex. Someone who is paid for finding a renter)</i>                          | \$ _____ |       |
|                    | Insurance:<br><i>(ex. Homeowners Insurance)</i>  | \$ _____ |       |
|                    | Professional fees:<br><i>(ex. Prop Management and Book Keepers)</i>                            | \$ _____ |       |
|                    | Mortgage interest:<br><i>(ex. Rental Property Mortgage Interest)</i>                           | \$ _____ |       |
|                    | Other Interest:<br><i>(ex. Credit Card Interest<br/>Accrued for Rental Repairs)</i>            | \$ _____ |       |
|                    | Repairs and Maintenance:<br><i>(ex. Leaky roof, cracked driveway,<br/>broken windows, etc)</i> | \$ _____ |       |
|                    | Taxes:<br><i>(ex. Property Tax Information)</i>  | \$ _____ |       |
|                    | Utilities:<br><i>(ex. Electric, Gas, Trash, Water)</i>   | \$ _____ |       |
|                    | Improvements:<br><i>(Please Add Dates and Description)</i>                                     | \$ _____ |       |
|                    | Other:   |          |       |
|                    | _____  | \$ _____ |       |
|                    | _____  | \$ _____ |       |
|                    | _____  | \$ _____ |       |

NOTES:

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