

MONTH OF \_\_\_\_\_

Year \_\_\_\_\_

RENTAL INCOME received from	Date	#1 Amount	#2 Amount
<b>SECURITY DEPOSIT</b>			
<input type="radio"/> Received from <input type="radio"/> Refunded to			
<input type="radio"/> Received from <input type="radio"/> Refunded to			
<b>CAPITAL IMPROVEMENTS</b>			
<b>TOTAL INCOME</b>			
<b>RENTAL EXPENSES</b>	Business % if not 100% #1                      #2	#1 Expenses	#2 Expenses
Advertising			
Auto & Travel	– number of miles		
	– other expenses		
Cleaning & Maintenance			
Commissions & Management Fees			
Insurance			
Interest	– mortgage		
	– other		
Janitor			
Legal & Professional Fees			
Office Supplies			
Pest Control			
Repairs	– carpentry		
	– decorating/painting		
	– electrical		
	– heating/air conditioning		
	– plumbing		
	– roofing		
Salaries			
Taxes	– personal property		
	– real estate		
	– other		
Utilities	– electricity		
	– heat		
	– telephone		
	– trash removal		
	– water/sewer		
	– Internet/TV		
Yardwork & Snow Removal			
Other			
<b>TOTAL EXPENSES</b>			

# ANNUAL SUMMARY

<b>TOTAL RENTAL EXPENSES FOR THE YEAR</b>	Business % if not 100%		#1 Expenses	#2 Expenses
	#1	#2		
Advertising				
Auto & Travel				
– number of miles				
– other expenses				
Cleaning & Maintenance				
Commission & Management Fees				
Insurance				
Interest				
– mortgage				
– other				
Janitor				
Legal & Professional Fees				
Office Supplies				
Pest Control				
Repairs				
– carpentry				
– decorating/painting				
– electrical				
– heating/air conditioning				
– plumbing				
– roofing				
Salaries				
Taxes				
– personal property				
– real estate				
– other				
Utilities				
– electricity				
– heat				
– telephone				
– trash removal				
– water/sewer				
– Internet/TV				
Yardwork & Snow Removal				
Other				
<b>TOTAL EXPENSES</b>				