



Tax Prep Checklist for Landlords

The IRS requires us to report the income and expenses of each rental property individually. Therefore, I need the following for each property:

- Address of the property
- Type of property (Single-family home, multi-family home, apartment bldg, etc.)
- Number of days the property was rented.
- Number of days the property was used by you personally
- Total rent collected for the year

Amount spent for:

- Advertising
- Cleaning and maintenance
- Commissions
- Insurance
- Legal and professional services
- Management fees
- Mortgage interest
- Other interest
- Repairs
- Supplies
- Taxes (real estate)
- Utilities
- Other (list individually)

- Miles driven to support your business of renting the property
- Type of vehicle
- Year vehicle placed in service

If you have expenses applicable to more than one property (i.e. you bought a computer used to manage multiple properties) list them separately.

If this is your first year with PIM Tax Service, please provide a copy of your prior year tax return that includes a [depreciation worksheet](#). If you don't have a copy of your prior year return, Please provide the following:

- Year property was placed in service as a rental property
- Amount paid for the rental property (Bring me your settlement statement (or HUD-1) from the closing if you can)
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