

**Rental Checklist**

***Income:***

Address of property  
Gross rental income  
Premiums  
Leases

***Expenses:***

Advertising  
House insurance  
Interest on mortgage  
Office expenses  
Legal, accounting, and other professional fees  
Management and administration fees  
Maintenance and repairs  
Salaries, wages, and benefits  
Property taxes  
Travel costs  
Utilities  
Other related expenses

\*\* Please Note – Larger purchases such as appliances are capitalized and expenses over time (also major repair and maintenance can have a capital component) \*\*