

The Rental Property Organizer has been designed to help collect and organize the rental property information that we will need in the prepartion of your income tax returns. Because this is the information we will be using to prepare your tax returns and sending to the IRS, please verify it is complete and accurate before submitting. If any information doesn't apply to you, do not skip, instead please input **"NA"** so that we know it wasn't missed.

In addition to completing the organizer, there are additional documents we'll need to complete your taxes. Below is a list of items we will need before we can prepare your taxes.

Once completed, please return via email to your case worker. If you need alternative methods to return the tax organizer you may fax or mail to:

Fax	Mail	
	15760 Ventura Blvd	
(213) 340-2063	STE 1560	
	Encino, CA 91436	

□ Completed Organizer (see below)

Prior Years Asset Detail Schedule - This schedule is a part of your prior year tax return. It
 details all assets placed into service for your rental property (house, land, furniture, etc.). If it was not included when you sent your prior year tax return to us, please send it now.

Copies of Tax Forms - Please make sure that any copies of 1099s, 1098s, or any other tax
 forms that are related to your rental property(ies) are included. **PLEASE DO NOT SEND
 ORIGINALS**

Additional Items - Although the organizer is fairly comprehensive, it is certainly possible that
 there are items pertinent to your taxes that are not addressed. Please include these documents with your organizer.

Should you have any questions or concerns, please do not hesitate to call 1(855)225-1040



Property A - Check the type of property Single family Multi-family Vacation/short-term Land Commercial Self-Rental Other (describe) Property Address The sector of the sect	
Commercial Self-Rental Other (describe) Property Address	
City State Zip	
Number of days rental was available for rent at fair market value during tax year	
Number of days of personal use during tax year	
Number of days vacant during tax year	
Income \$	
Total Rents Received	
Portion of rents reported on Form 1099-K	
Non-refundable deposits received	
Refundable deposits forfeited by tenants	
Value of service or property received in	
lieu of rent	
Rents refunded	
Expenses \$	
Advertising	
Auto & Travel (complete wksht on page 4)	
Association Dues/Fees	
Cleaning & Maintenance	
Commissions	
Insurance	
Improvements (list on page 3)*	
Legal & Professional	
Management Fees	
Interest (Mortgage paid to banks)	
Interest - Other	
Repairs (list improvements on page 3)*	
Supplies	
Taxes	
Tax Preparation Fees	
Utilities - Electric	
Utilities - Gas	
Utilities - Water/Sewer	
Utilities - Garbage	
Telephone, Cell, Internet	
Yard/Landscaping maintenance	
Other Expenses	

Property E	- Check the	type of property	
Single family Commercial	Multi-family Self-Rental	Vacation/short-terr Other (describe)	n Land
Property A	ddress		
City		State Zi	р
at fair mark Number of d	ket value durin ays of personal	l use during tax year	t
	ays vacant duri	ing tax year	
Income	Densitiend		\$
Total Rents			
	•	on Form 1099-K	
	lable deposits		
		eited by tenants	
	vice or prope	rty received in	
lieu of rent Rents refur	dod		
	lueu		\$
Expenses			Ş
Advertising	el (complete)	wksht on page 4)	
Auto & Trav		wksht on puge 4j	
	•		
Commission	Maintenance		
Insurance	15		
	nts (list on pa	ae 3)*	
Legal & Pro		ge 57	
Manageme			
	ortgage paid t	to banks)	
Interest - O			
		ts on page 3)*	
Supplies			
Taxes			
Tax Prepara	ation Fees		
Utilities - El			
Utilities - G			
Utilities - W	/ater/Sewer		
Utilities - Ga			
	Cell, Internet		
	caping mainte	nance	
Other Exp			

*Improvements result in a betterment to the property and restores the property. Examples include room additions, new roof, furniture, new appliances, carpet, etc. Repairs prolong life of assets such as repainting, fixing gutters, and replacing broken windows

Single family Multi-family Vacation/short-term	Land
Commercial Self-Rental Other (describe)	
Property Address	
City State Zip	
Number of days rental was available for rent at fair market value during tax year	
Number of days of personal use during tax year	
Number of days vacant during tax year	
Income	\$
Total Rents Received	
Portion of rents reported on Form 1099-K	
Non-refundable deposits received	
Refundable deposits forfeited by tenants	
Value of service or property received in	
lieu of rent	
Rents refunded	+
Expenses	\$
Advertising	
Auto & Travel (complete wksht on page 4)	
Association Dues/Fees	
Cleaning & Maintenance	
Commissions	
Insurance	
Improvements (list on page 3)*	
Legal & Professional	
Management Fees	
Interest (Mortgage paid to banks)	
Interest - Other	
Repairs (list improvements on page 3)*	
Supplies	
Taxes	
Tax Preparation Fees	
Utilities - Electric	
Utilities - Gas	
Utilities - Water/Sewer	
Utilities - Garbage	
Telephone, Cell, Internet	
Yard/Landscaping maintenance	
Other Expenses	

Property D - Check th	ne type of prop	perty				
Single family Multi-fami Commercial Self-Rental	ily Vacation/sh Other (describe		Land			
Property Address						
City	State	Zip				
at fair market value du Number of days of persor	Number of days rental was available for rent at fair market value during tax year Number of days of personal use during tax year					
Number of days vacant d	uring tax year		\$			
Total Rents Received			Ş			
Portion of rents reporte	ad on Form 100	0_K				
Non-refundable deposi		5-K				
•)tc				
Refundable deposits fo Value of service or prop						
lieu of rent	Servy received II					
Rents refunded						
Expenses			\$			
Advertising			Ŧ			
Auto & Travel (complet	e wksht on paae	e 4)				
Association Dues/Fees		,				
Cleaning & Maintenand	ce					
Commissions						
Insurance						
Improvements (list on p	page 3)*					
Legal & Professional						
Management Fees						
Interest (Mortgage pai	d to banks)					
Interest - Other						
Repairs (list improveme	ents on page 3)*	:				
Supplies						
Taxes						
Tax Preparation Fees						
Utilities - Electric						
Utilities - Gas						
Utilities - Water/Sewer						
Utilities - Garbage						
Telephone, Cell, Interne	et					
Yard/Landscaping main	itenance					
Other Expenses						
			_			
			_			

*Improvements result in a betterment to the property and restores the property. Examples include room additions, new roof, furniture, new appliances, carpet, etc. Repairs prolong life of assets such as repainting, fixing gutters, and replacing broken windows

Asset Depreciation Worksheet You must report the purchase and disposition of all assets you used in your rentals during the tax year
For each asset bought or sold, provide the following information **Property A Assets Purchased Listing** Assets Sold or Disposed Listing Disposition Date Description Date Bought Used/New? Description Sale Price Cost **Property B Assets Purchased Listing** Assets Sold or Disposed Listing Disposition Description Date Bought Used/New? Date Sale Price Cost Description **Property C Assets Purchased Listing** Assets Sold or Disposed Listing Disposition Date Description Date Bought Cost Used/New? Description Sale Price **Property D Assets Purchased Listing** Assets Sold or Disposed Listing Disposition Description Date Bought Cost Used/New? Description Date Sale Price

Business Use of Automobile			
If you used your automobile for	active conduct of your rer proof of business use in th	pt to prove business use of vehicles Ital business, you can claim expenses In form of a mileage log or a written c	
You may be eligible to claim a sta either case, you must maintain v		aim actual operational expenses for yo your deduction.	our vehicle. In
Vehicle 1			
Purchase Price of vehicle			
Description (Model and Year)		Date vehicle was first used in you	ir business
For this tax year only, enter the	number of miles your veh		
	Busines	s Miles (not including commuting)	
		ting Miles	
	All othe	r personal-use miles	
Interest paid on auto loan used t			
Was the vehicle available for per		Is another personal-use auto availab	
Do you have evidence to suppor	t this deduction? Yes	No If "Yes", is the evidence writte	n? Yes No
Vehicle 1 Expenses (Provide the	ese expenses if you are N	OT claiming the standard mileage rat	e)
Garage Rent		Repairs	
Gas		Tires	
Insurance		Tolls	
Licenses		Registration Fees	
Oil		Other Expenses (list):	
Parking Fees			
Lease Payments			
Vehicle 2			
Purchase Price of vehicle			
Description (Model and Year)		Date vehicle was first used in you	ir business
For this tax year only, enter the	number of miles your veh	· · · · · · · · · · · · · · · · · · ·	
	-	s Miles (not including commuting)	
	Commu	ting Miles	
	All othe	r personal-use miles	
Interest paid on auto loan used t			
Was the vehicle available for per		Is another personal-use auto availab	
Do you have evidence to suppor	t this deduction? Yes	No If "Yes", is the evidence writte	n? Yes No
Vehicle 2 Expenses (Provide the	ese expenses if you are N	OT claiming the standard mileage rat	e)
Garage Rent		Repairs	
Gas		Tires	
Insurance		Tolls	
Licenses		Registration Fees	
Oil Decline Free		Other Expenses (list):	
Parking Fees			
Lease Payments			
Travel Expense Worksheet			
Airfare		Lodging	
Bus, train, taxi		Parking & tolls	
Entertainment		Other travel (describe below)	
Meals			
City Visited (for per diem)	# of days in city	City visited (for per diem)	# of days in city

Notes/Comments

This is not an all inclusive organizer. If there are additional items that you believe to be pertinent to your specific tax situation or if you have additional comments about any figures in the organizer, please make note below.