

**DATATAX**  
 Income Tax, Bookkeeping, Tax Planning  
 637 S. Fairfax Avenue Suite 102, Los Angeles, CA 90036  
 Phone: (323) 852-1444 Fax: (323) 852-4746

**RENTAL REAL ESTATE ORGANIZER**

**NAME**

**PROPERTY TYPE**

**ADDRESS**

<b>TOTAL INCOME RECEIVED</b>	
<b>EXPENSES</b>	
ADVERTISING	
TRAVEL	
CLEANING/ MAINTENANCE	
COMMISSIONS	
MORTGAGE INSURANCE	
OTHER INSURANCE	
LEGAL/ ACCOUNTING FEES	
MANAGEMENT FEES	
MORTGAGE INTEREST (FORM 1098)	
OTHER INTEREST	
REPAIRS	
SUPPLIES	
REAL ESTATE TAXES	
OTHER TAXES (CITY, ETC.)	
OTHER TRANSPORTATION	
UTILITIES	
---ELECTRICITY/ WATER	
---GAS	
---OTHER	
<b>OTHER EXPENSES</b>	
PEST CONTROL	
GARDENING/ LANDSCAPE	
COMMUNICATION EXPENSES (TELEPHONE, CELLPHONE, FAX, ETC)	
OFFICE EXPENSES	
INTERNET	
POSTAGE	
DUES & SUBSCRIPTIONS	
TRASH COLLECTION	
MEMBERSHIP	
POOL SERVICE	
PARKING & TOLLS	
---	
---	

<b>FOR CORPORATIONS AND LLC'S ONLY</b>		
---ANNUAL CORPORATE & LLC FEES OF \$800		
---SECRETARY OF STATE FEE		
<b>VEHICLES USED FOR BUSINESS</b>		
---MAKE AND MODEL/ TYPE		
---YEAR PLACED IN SERVICE		
<b>MILEAGE</b>		
---TOTAL MILES		
--- BUSINESS MILES		
<b>VEHICLES EXPENSES</b>		
---LEASE PAYMENTS		
---GASOLINE		
---REPAIRS/ MAINTENANCE		
---REGISTRATION		
---INSURANCE		
---CAR WASH		
---MISCELLANEOUS		
DO YOU HAVE WRITTEN EVIDENCE OR A TRAVEL LOG?		Yes <u>      </u> No <u>      </u>
<b>IMPROVEMENTS - DESCRIBE</b>		
<b>DATE COMPLETED</b>		<b>TOTAL COST</b>
<b>ASSETS PURCHASED (I.E. APPLIANCES, FURNITURE, COMPUTER, OTHER EQUIPMENT, ETC)</b>		
<b>ITEM NAME</b>		<b>DATE ACQUIRED</b>
		<b>TOTAL COST</b>
Did you make any payments that would require you to file Form(s) 1099?		Yes <u>      </u> No <u>      </u>
If <b>yes</b> , did you or will you file all required Form(s) 1099?		Yes <u>      </u> No <u>      </u>
Days rented at fair rental value		
Days of personal use		
Enter ownership percentage		
Percentage of rental use		