

2011 Tax Organizer

Client: _____

RENTAL & ROYALTY INCOME

GENERAL INFORMATION

	Rental #1 2011 Amount	Rental #2 2011 Amount
Kind of property	_____	_____
Location of property	_____	_____
Percentage of ownership if not 100%	_____	_____
Percentage of tenant occupancy if not 100%	_____	_____

INCOME

Rents received (Form 1099-Misc, box 1)	_____	_____
Royalties received (Form 1099-Misc, box 2)	_____	_____

EXPENSES

Advertising	_____	_____
Association dues	_____	_____
Auto & travel (not entered elsewhere)	_____	_____
Cleaning & maintenance	_____	_____
Commissions	_____	_____
Gardening	_____	_____
Insurance	_____	_____
Legal & professional	_____	_____
Licenses & permits	_____	_____
Management fees	_____	_____
Miscellaneous	_____	_____
Mortgage interest paid	_____	_____
Other interest	_____	_____
Painting & decorating	_____	_____
Pest control	_____	_____
Plumbing & electrical	_____	_____
Repairs	_____	_____
Supplies	_____	_____
Taxes - real estate	_____	_____
Telephone	_____	_____
Utilities	_____	_____
Wages & salaries	_____	_____

VACATION HOME

Number of days rented at fair market value	_____
Number of days personal use	_____
Number of days owned	_____

OIL AND GAS

Cost depletion	_____
Percentage depletion rate or amount	_____
State cost depletion, if different	_____