

REALTOR EXPENSES

Client: _____

ID# _____ Tax Year: _____

Operating Expenses	
Advertising and promotion	
Appraisal fees	
Bank charges	
Client gifts	
Conferences	
Fees	
Commissions	
Escrow and loan	
Referrals	
Keys	
Lock boxes	
Office expense	
Rent	
Repairs and maintenance	
Signs and flags	
Food	
Meals and entertainment	
Software	
Tools	
Telephone	
Internet	
Utilities	
Other _____	
Other _____	
Other _____	

The purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

Equipment	
Camera	
Computer	
Furniture	
Other _____	
Other _____	

Vehicle Expenses	
Total miles	
Business miles	
Commuting miles	
Personal miles	
Gas and oil	
Repairs and maintenance	
Tires	
Towing	
Insurance	
License and registration	
Lease payments	
Interest	
Other _____	

Professional	
Dues	
Legal fees	
Insurance	
Licenses	
Memberships	
Publications	
Seminars	
Continuing education	
Other _____	

Travel Expenses	
Airfare	
Car rental and taxis	
Parking and tolls	
Lodging	
Meals	
Entertainment	
Number of days out of town	
Other _____	

Other Information	