

Stop leaving money on the table. Most agents miss thousands in deductions every year because they aren't tracking the right expenses. Use this checklist to make sure you're capturing every write-off you've earned.

▶ VEHICLE & MILEAGE

- Business mileage log (showings, closings, listings)
- Gas, oil changes, and routine maintenance
- Auto insurance (business-use portion)
- Vehicle registration & DMV fees
- Car washes, detailing, parking, tolls
- Lease payments or depreciation

▶ HOME OFFICE

- Square footage of dedicated office space
- Portion of rent or mortgage interest
- Utilities (electric, gas, water, internet)
- Homeowner's insurance (business %)
- Office furniture & equipment
- Repairs & maintenance to office area

▶ MLS, DUES & LICENSING

- MLS access fees & lockbox subscriptions
- NAR, state, and local board dues
- Real estate license renewal
- E&O insurance premiums
- Brokerage desk fees & splits
- Continuing education & designation courses

▶ MARKETING & ADVERTISING

- Business cards, signs, brochures, flyers
- Website hosting, domain, IDX feeds
- Social media ads (Facebook, Instagram, Google)
- Zillow, Realtor.com, Homes.com leads
- Photography, drone, virtual tours, staging
- Closing gifts & client appreciation

▶ TECHNOLOGY & SOFTWARE

- CRM subscriptions (kvCORE, Follow Up Boss, etc.)
- Transaction management (Dotloop, Skyslope)
- DocuSign & e-signature tools
- Cell phone & service plan (business %)
- Computer, tablet, printer, monitors
- Canva, Adobe, AI tools, scheduling apps

▶ PROFESSIONAL SERVICES

- Bookkeeping & accounting fees
- Tax preparation & CPA fees
- Legal & consulting fees
- Coaching, mastermind, & mentorship programs
- Virtual assistants & transaction coordinators
- Payroll for any team members or 1099s

▶ MEALS, TRAVEL & NETWORKING

- Client meals & coffees (50% deductible)
- Travel for conferences & out-of-town deals
- Airfare, hotel, rental cars, rideshares
- Networking events & chamber memberships
- Conference & convention registration fees
- Open house refreshments & supplies

▶ OFTEN MISSED DEDUCTIONS

- Bank & merchant processing fees
- Health insurance premiums (self-employed)
- Retirement contributions (SEP, Solo 401(k))
- Referral fees paid out
- Subscriptions, books, industry publications
- Charitable giving through your business

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