ROSS & ASSOCIATES®
TAX OFFICE
YOUR VIRTUAL/MOBILE TAX PREPARATION EXPERTS

MAIN 725-324-7787 | VIP 725-353-8293
info@rossandassociates-taxoffice.com
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Rental Property Document Checklist

Complete a separate property worksheet for each rental

Owner / taxpayer name

Tax year

Rental records to gather

- [ ] Rent, advance rent, deposits and reimbursements recorded separately
- [ ] Advertising, cleaning, commissions, management and professional fees
- [ ] Insurance, mortgage interest, taxes, utilities and repairs records
- [ ] Improvement / asset purchases with dates and costs; separate from repairs
- [ ] Mileage log and travel records; prior depreciation schedules
- [ ] Closing statements, refinance records and property-sale documents

Property & use

Property address / property type

Date purchased

First available-for-rent date

Days rented at fair rental value

Personal-use days

Ownership percentage / other owners

Property manager / contact

Vacancy, personal use, sale or other changes

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Rental Property Document Checklist

Property basis, improvements & record review

Cost & depreciation records

Purchase price per closing records

Land allocation / supporting source

Prior depreciation schedule attached?

Date property sold, if applicable

Improvements / assets: description, cost and placed-in-service date

Income & expense summary

Rental receipts per records

Deposits held / retained (identify separately)

Expense report / ledger attached?

Statements / receipts attached?

Missing records or questions for preparer

Your preparer will determine reporting, basis and treatment of expenses after reviewing the records. Do not combine multiple properties without identifying each separately.