

REALTOR EXPENSES

Client: _____

ID #: _____

Tax Year: _____

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.

SALES	
Advertising	
Appraisal Fees	
Business Cards	
Bank Chargers	
Clerical	
Client Gifts	
Courier Service	
Fees:	
Commissions Paid	
Escrow/Loan Fees	
Referrals	
Film/Processing	
Flowers/Cards	
Keys/Locksmith	
Lock Boxes	
Map Books	
Office Expense	
Open House	
Rent	
Sales Assistants	
Repairs	
Signs, Flags, Banners	
Food	
Software	
Photocopying	
Printing	
Tools	
Stationery	
Other:	
Other:	
Total	
VEHICLE & TRAVEL	
See Vehicle, Travel & Entertainment Worksheet	

PROFESSIONAL	
Dues	
E & O Insurance	
Legal Fees	
Licenses	
Memberships	
Multiple Listing	
Publications	
Seminars	
Continuing Ed	
Resumes	
Other:	
Other:	
Total	
TELEPHONE	
Long Distance Faxes	
Pay Phone	
Cellular	
Second Line	
Beeper/Pager	
Answering Service	
Other:	
Other:	
Total	
EQUIPMENT	
Attache Case	
Calculator	
Desk	
Camera	
Chair	
Filing Cabinet	
Cell Phone	
Tape Recorder	
Telephone	
Other:	
Other:	
Total	

OTHER INFORMATION