

## Rent and Royalty Property - General Information

Preparer use only	2011 Information	Prior Year Information
Taxpayer/Spouse/Joint (T, S, J)	_____ [3]	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>
Description	_____ [2]	
Address	_____ [8]	
State postal code	_____ [4]	
Type (1 = Single-family, 2 = Multi-family, 3 = Vacation/short-term, 4 = Commercial, 5 = Land, 6 = Royalties, 7 = Self-rental, 8 = Other)	_____ [9]	
Description of other type (Type code #8)	_____ [10]	
Fair rental days (If not full year) (For types 1, 2, 4, 5, 7 and 8 only) (Use Rent-2 for type 3)	_____ [11]	
Percentage of ownership if not 100%	_____ [13]	
Business use percentage, if not 100% (Not vacation home percentage)	_____ [15]	_____

### Rent and Royalty Income

	2011 Information	Prior Year Information
Merchant card and third party payments (from Form 1099-K)	+ _____ [23]	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>
Rents and royalties NOT from merchant cards/third party payments	+ _____ [25]	

### Rent and Royalty Expenses

	2011 Information	Percent if not 100%	Prior Year Information
Advertising	+ _____ [28]	_____ [29]	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>
Auto	+ _____ [31]	_____ [32]	
Travel	+ _____ [34]	_____ [35]	
Cleaning and maintenance	+ _____ [37]	_____ [38]	
Commissions:			
_____	+ _____ [40]	_____ [42]	
_____	+ _____	_____	
Insurance:			
_____	+ _____ [43]	_____ [45]	
_____	+ _____	_____	
Legal and professional fees	+ _____ [46]	_____ [47]	
Management fees:			
_____	+ _____ [49]	_____ [51]	
_____	+ _____	_____	
Mortgage interest paid to banks, etc (Form 1098)	+ _____ [52]	_____ [53]	
Other mortgage interest	+ _____ [55]	_____ [57]	
Qualified mortgage insurance premiums	+ _____ [58]	_____ [59]	
Other interest:			
_____	+ _____ [61]	_____ [63]	
_____	+ _____	_____	
Repairs	+ _____ [64]	_____ [65]	
Supplies	+ _____ [67]	_____ [68]	
Taxes:			
_____	+ _____ [70]	_____ [72]	
_____	+ _____	_____	
_____	+ _____	_____	
Utilities	+ _____ [73]	_____ [74]	
Depreciation	+ _____ [76]	_____ [77]	
Depletion	+ _____ [79]	_____ [80]	
Other expenses:			
_____	+ _____ [82]	_____	
_____	+ _____	_____	
_____	+ _____	_____	
_____	+ _____	_____	
_____	+ _____	_____	
Refinancing points paid this year:			
Description	_____ [86]		
Total points paid/Current amort (Prep use only)	_____ + _____		
Date of Refinance	_____	Reported on 1098 in 2011	

**Control Totals +**

**Preparer use only**  
Description \_\_\_\_\_

**Vacation Home Information**

	<b>2011 Information</b>	
Number of days home was used personally	_____	[6]
Number of days home was rented	_____	[8]
Number of day home owned, if not 365	_____	[10]
Carryover of disallowed operating expenses into 2011	+ _____	[20]
Carryover of disallowed depreciation expenses into 2011	+ _____	[21]

**Prior Year Information**

_____
_____
_____

**Passive and Other Information**

<b>Preparer use only</b>		
<b>Carryovers</b>	<b>Regular</b>	<b>AMT</b>
Operating	+ [27]	+ [28]
Schedule D - Short-term	+ [29]	+ [30]
Schedule D - Long-term	+ [31]	+ [32]
Schedule D - 28% rate	+ [33]	+ [34]
Form 4797 - Part I	+ [35]	+ [36]
Form 4797 - Part II	+ [37]	+ [38]
Comm revitalization	+ [39]	+ [40]
Section 179	+ [41]	

**NOTES/QUESTIONS:**

Preparer use only

Principal business or profession \_\_\_\_\_ [3]  
 Taxpayer/Spouse/Joint (T, S, J) \_\_\_\_\_ [4]  
 State postal code \_\_\_\_\_ [5]

**Business Use of Home**

	2011 Information	Prior Year Information
Total area of home	_____ [11]	_____
Area used exclusively for business	_____ [13]	_____
Information for day-care facilities only:		
Total hours used for day-care during this year	_____ [15]	_____
Total hours used this year, if less than 8,760	_____ [17]	_____
Special computation for certain day-care facilities:		
Area used regularly and exclusively for day-care business	_____ [19]	_____
Area used partly for day-care business	_____ [21]	_____

**List as direct expenses any expenses which are attributable only to the business part of your home.**  
**List as indirect expenses any expenses which are attributable to the overall upkeep and running of your home.**

	2011 Information		Prior Year Information
	Direct Expenses	Indirect Expenses	
Mortgage interest	+ _____ [26]	+ _____ [27]	_____
Mortgage insurance premiums	+ _____ [29]	+ _____ [30]	
Real estate taxes	+ _____ [32]	+ _____ [33]	
Excess mortgage interest and insurance premiums	+ _____ [35]	+ _____ [36]	
Insurance	+ _____ [38]	+ _____ [39]	
Rent	+ _____ [41]	+ _____ [42]	
Repairs & maintenance	+ _____ [44]	+ _____ [45]	
Utilities	+ _____ [47]	+ _____ [48]	
Other expenses, such as: Supplies & Security system			
_____	+ _____ [50]	+ _____ [51]	
_____	+ _____	+ _____	
_____	+ _____	+ _____	
_____	+ _____	+ _____	
_____	+ _____	+ _____	
_____	+ _____	+ _____	
_____	+ _____	+ _____	
_____	+ _____	+ _____	
Excess casualty losses		+ _____ [53]	
Carryovers:			
Operating expenses		+ _____ [54]	
Casualty losses		+ _____ [55]	
Depreciation		+ _____ [57]	
Business expenses not from business use of home, such as:			
Travel, Supplies, Business telephone expenses		+ _____ [58]	
Depreciation		+ _____ [62]	

**NOTES/QUESTIONS:**

**If you used your automobile for business purposes, please complete the following information.**

**Preparer use only**

Description of business or profession \_\_\_\_\_ [3]

## Vehicles 1 - 2

Vehicle 1 - Date placed in service \_\_\_\_\_ [4]  
 Description \_\_\_\_\_ [5]  
 Comments \_\_\_\_\_

Vehicle 2 - Date placed in service \_\_\_\_\_ [41]  
 Description \_\_\_\_\_ [42]  
 Comments \_\_\_\_\_

	Vehicle 1	Prior Year Information	Vehicle 2	Prior Year Information
Total miles for the year	_____ [9]		_____ [46]	
Commuting miles	_____ [11]		_____ [48]	
Business miles from 1/1/11 to 6/30/11	_____ [13]		_____ [50]	
Business miles from 7/1/11 to 12/31/11	_____ [15]		_____ [52]	
Vehicle use questions:				
Was the vehicle available for off-duty personal use? (Y, N)	_____ [16]	---	_____ [53]	---
Was another vehicle available for personal use? (Y, N)	_____ [18]	---	_____ [55]	---
Do you have evidence to support your deduction? (Y, N)	_____ [20]	---	_____ [57]	---
Is this evidence written? (Y, N)	_____ [22]	---	_____ [59]	---
Parking, fees and tolls	+ _____ [24]		+ _____ [61]	
Gasoline, oil, repairs, insurance, etc.	+ _____ [26]		+ _____ [63]	
Interest	+ _____ [28]		+ _____ [65]	
Registration	+ _____ [30]		+ _____ [67]	
Property taxes	+ _____ [32]		+ _____ [69]	
Vehicle rentals	+ _____ [34]		+ _____ [71]	
Inclusion amount ( <b>Preparer use only</b> )	+ _____ [36]		+ _____ [73]	
Depreciation	+ _____ [38]		+ _____ [75]	

## Vehicles 3 - 4

Vehicle 3 - Date placed in service \_\_\_\_\_ [78]  
 Description \_\_\_\_\_ [79]  
 Comments \_\_\_\_\_

Vehicle 4 - Date placed in service \_\_\_\_\_ [115]  
 Description \_\_\_\_\_ [116]  
 Comments \_\_\_\_\_

	Vehicle 3	Prior Year Information	Vehicle 4	Prior Year Information
Total miles for the year	_____ [83]		_____ [120]	
Commuting miles	_____ [85]		_____ [122]	
Business miles from 1/1/11 to 6/30/11	_____ [87]		_____ [124]	
Business miles from 7/1/11 to 12/31/11	_____ [89]		_____ [126]	
Vehicle use questions:				
Was the vehicle available for off-duty personal use? (Y, N)	_____ [90]	---	_____ [127]	---
Was another vehicle available for personal use? (Y, N)	_____ [92]	---	_____ [129]	---
Do you have evidence to support your deduction? (Y, N)	_____ [94]	---	_____ [131]	---
Is this evidence written? (Y, N)	_____ [96]	---	_____ [133]	---
Parking, fees and tolls	+ _____ [98]		+ _____ [135]	
Gasoline, oil, repairs, insurance, etc.	+ _____ [100]		+ _____ [137]	
Interest	+ _____ [102]		+ _____ [139]	
Registration	+ _____ [104]		+ _____ [141]	
Property taxes	+ _____ [106]		+ _____ [143]	
Vehicle rentals	+ _____ [108]		+ _____ [145]	
Inclusion amount ( <b>Preparer use only</b> )	+ _____ [110]		+ _____ [147]	
Depreciation	+ _____ [112]		+ _____ [149]	

**Control Totals +**

## Depreciation - Asset Acquisitions

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Preparer use only

Activity name \_\_\_\_\_

**Use the comments section to provide additional information about the asset. Enter information such as vehicle mileage (total, commuting and business), the total and business square footage of home, home expenses (total and business portion). See the EXAMPLE asset below.**

		Description of Asset Acquired	Date Acquired	Cost or Basis
EXAMPLE		2011 Model T - (EXAMPLE ASSET)	03/09/11	25,750
	Comments:	22,500 job-related miles, 25,000 total miles		
1	Comments:			
2	Comments:			
3	Comments:			
4	Comments:			
5	Comments:			
6	Comments:			
7	Comments:			
8	Comments:			
9	Comments:			
10	Comments:			
11	Comments:			
12	Comments:			
13	Comments:			
14	Comments:			
15	Comments:			
16	Comments:			
17	Comments:			
18	Comments:			
19	Comments:			
20	Comments:			
21	Comments:			
22	Comments:			
23	Comments:			
24	Comments:			
25	Comments:			