

# Real Estate Professional 2006 Tax Prep Checklist

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<b>INCOME RECEIVED:</b>		<b>Lockbox &amp; Keys</b>		<b>Furniture/Equipment:</b>	Cost
Total 1099 MISC Received		Supra Key		Camera/Camcorder	
Other - Business Income				Computer	
		<b>Meals &amp; Entertainment</b>		File Cabinet	
<b>EXPENSES:</b>		Lunches & Dinners		Furniture	
		Luncheons & Meetings		Software	
<b>Advertising:</b>		Other Entertainment		Other (list)	
Business Cards		Drinks, Snacks			
Flyers & Printing				<b>Automobile Expenses:</b>	Car #1
Signs & Riders		<b>Meetings &amp; Seminars</b>		Model of Car	
Internet Website				Date Purchased or	
Other		<b>Office Expenses:</b>		Date Leased	
		Calculator		FMV of Leased Car	
<b>Brokers' Fees</b>		Greeting Cards/Notes			
		Office Supplies		<b>Total Miles Driven in 2006</b>	
<b>Client Follow-Up</b>		Photocopies		** Business Miles (2006)	
		Recorder & Tapes		*** Commuting Miles (2006)	
<b>Commissions Paid</b>		Postage		Other Personal Miles	
		Stationery			
<b>Communications:</b>		Other		Auto Club (AAA, etc.)	
Answering Service				Gas	
Cell Phone		<b>Other Supplies</b>		Insurance	
Fax Line		Attache Case		Interest on Auto Loan	
Internet Connect Fees		Calculator		Lease Payments	
Long Distance		Maps		Lubes/Oil Changes	
Pager		Small Tools		Repairs	
Pay Phones		Tape Measures		Tires & Batteries	
Telephone (2nd line)		Miscellaneous		Tune-Ups	
				Ad Valorem (tax only)	
<b>Dues &amp; Publications:</b>		<b>Referral Fees</b>		Tag (License & Mail Fee)	
MLS/FMLS Fees				Parking/Tolls	
Newspapers		<b>Repairs &amp; Maintenance</b>		Other (wash,wax, etc.)	
Professional Dues					
Professional Magazines		<b>Secretarial Services</b>		<b>Insurance Premium Increase</b>	
Reference Books				for business use of auto	
		<b>Selling Expenses</b>			
<b>Film &amp; Processing</b>					
		<b>Taxes &amp; Licenses:</b>			
<b>Flowers/Housewarming</b>		Business License			* Gifts must not exceed \$25 per person per year.
		Real Estate Board			
<b>Gifts for Clients*</b>					** You must be able to substantiate, in writing, the mileage driven for business.
		<b>Travel:</b>			
<b>Insurance:</b>		Hotel			*** Does not apply if home office is claimed.
Health Insurance		Airfare			
Office/E&O Insurance		Other			
Other					
		<b>Open House Expenses</b>			
<b>Interest</b>					
		<b>Other Expenses (list):</b>			
<b>Legal &amp; Professional</b>					
Attorneys		<b>Home Office</b>			
CPAs		Sq. Footage of Office			
Other		Total Sq. Footage of Home			
		Total Utility Costs of Home			

