

MONTH OF \_\_\_\_\_

YEAR \_\_\_\_\_

RENTAL INCOME received from	Date	#1 Amount	#2 Amount	
SECURITY DEPOSIT				
<input type="checkbox"/> Received from	<input type="checkbox"/> Refunded to			
<input type="checkbox"/> Received from	<input type="checkbox"/> Refunded to			
CAPITAL IMPROVEMENTS				
RENTAL EXPENSES	Business % if not 100%		#1 Expenses	#2 Expenses
	#1	#2		
Advertising				
Auto & Travel – number of miles				
– other expenses				
Cleaning & Maintenance				
Commissions & Management Fees				
Insurance				
Interest – mortgage				
– other				
Janitor				
Legal & Professional Fees				
Office Supplies				
Pest Control				
Repairs – carpentry				
– decorating/painting				
– electrical				
– heating/air conditioning				
– plumbing				
– roofing				
Salaries				
Taxes – personal property				
– real estate				
– other				
Utilities – electricity				
– heat				
– telephone				
– trash removal				
– water/sewer				
Yardwork & Snow Removal				
Other				
TOTAL EXPENSES				