

1. Cost

\$ _____ Cost of property
 \$ _____ Date purchased & address of property

2. Income

\$ _____ Rents received
 \$ _____ Security deposits received

3. Expenses

\$ _____ Advertising
 \$ _____ Association dues
 \$ _____ Cleaning & maintenance
 \$ _____ Commissions
 \$ _____ Insurance
 \$ _____ Legal & other professional fees
 \$ _____ Management fees
 \$ _____ Mortgage interest
 \$ _____ Other interest
 \$ _____ Taxes
 \$ _____ Utilities
 \$ _____ Painting & decorating
 \$ _____ Pest control
 \$ _____ Pool service
 \$ _____ Plumbing & electrical
 \$ _____ Repairs
 \$ _____ Roofing
 \$ _____ Supplies
 \$ _____ Major improvements
 \$ _____ Utilities
 \$ _____ Security deposit refunds

4. Travel Costs

\$ _____ Car mileage
 \$ _____ Air/bus/train fares
 \$ _____ Car rental/taxi
 \$ _____ Hotel/meals/gratuity
 \$ _____ Other

5. Losses

\$ _____ Casualty & theft

6. Capital Expenditures

\$ _____ Remodel costs

