

Year End Tax Preparation

Checklist for Real Estate Investors

Real Estate

- 1.** 1098s – Mortgage Interest forms
- 2.** Purchase Documents for each new rental
 - a.** HUD/ALTA- Purchase document
 - b.** Appraisal done at purchase
 - c.** All pre-purchase costs (Appraisals, inspections, travel)
- 3.** A Profit and Loss for each property
- 4.** A break-down of pre-rental renovations and costs, do not include costs that occur before the in-service date on your P&L
- 5.** Invoices for repairs/ Renovations over \$2,500
- 6.** A Summary for each rental including:
 - a.** Date it was first in service (ready and available for rent)
 - b.** Average length of guest stay (for short- term rentals)
 - c.** Any personal use days
- 7.** Total paid during the year for property taxes & Insurance if not on the form 1098

- 8.** Prepare to issue 1099's to anyone who did over \$600 of work on your rental if they are not setup as an S or C- Corp
- 9.** Create a summary of any helpful information: Example: If you track rentals based on a nick name (country cabin, lake view) – provide a chart clearly noting which reference name belongs to which legal address.
- 10.** Review your tax packet you're providing your Tax professional for information that is duplicated or conflicting. If you list property taxes as \$2,200 on you P&L but on your 1098 it lists \$1,928 they'll need to two why there are two different amounts provided and which is correct.