

Please Check All Applicable Boxes

Type of Property*: _____

Address of Property _____

Owner of Property: Taxpayer Spouse Joint

Did you use this property personally for more than 14 days or 10% of the total rental days?

Yes No How many days? _____

Did you make any payments that would require filing Forms 1099? Yes No

If "Yes", did or will the taxpayer file all required Forms 1099?	Yes	No

Rental Income **\$**

Rental Expenses:

Advertising \$ _____

Auto and travel \$

Meals	\$
1	100
2	200
3	300
4	400
5	500
6	600
7	700
8	800
9	900
10	1000

Cleaning and maintenance \$ _____

Commissions \$ _____

Credit card fees / bank fees	\$
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Insurance	\$
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Legal and professional fees \$ _____

Management fees \$ _____

Mortgage interest (include Form 1098) \$ _____

Repairs \$ _____

Supplies \$ _____

Taxes \$

Utilities \$ _____

Other expenses:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Expenses \$ _____

Depreciation: Complete this section only if this property is new or you are a new client. Please send in the depreciation schedule from last year's tax return

Date property purchased _____ Date property placed in service _____

Purchase price of property \$ _____

How much of the price was the cost of the lot / land? \$ _____

Has the property been depreciated on past tax returns? Yes No

If yes, what amount has been depreciated? \$ _____

How many years has property been depreciated? _____

Depreciable Assets – Improvements to Property

Did you make improvements to the property? (if you are a current client, we should have a list, so only include improvements made in 2023. If you are a new client, please include the information below, or preferably include the previous year's tax return with depreciation schedule).

What is a repair, what is an improvement? An improvement that must be depreciated includes anything added or changed to the property that is a "Betterment", an "Adaptation" or a "Restoration" of the property. In effect, if the improvement you made increased the value of the property compared to what it was before the improvement was made, it is probably an improvement and needs to be depreciated. If not, then most likely a repair. Please go to our website at www.ClergyTaxTeam.com for more information.

Improvement to property

Type of improvement or addition of equipment	Date purchased	Cost
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Disposed Equipment

Item	Disposed or Sold	Date Disposed of	Sold for?
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Automobile Expenses – Actual Mileage or Actual Expenses

(Do not fill out this section for any car expenses already claimed in the Ministerial Worksheet section).

Auto Expenses:

When did you place vehicle in service for business purpose? _____ Business % Use _____

What is the vehicle you used (year, make, and model)? _____

Mileage Claim: Of the total miles you drove, enter the following miles:

Business miles: _____ Parking fees: \$ _____ Toll charges \$ _____

Commute and Personal miles: _____

Was your vehicle available for personal use during off-duty? Y N

Do you or your spouse have another vehicle for personal use? Y N

Do you have evidence to support this deduction? Y N

If yes, is the evidence written? Y N

(There is no deduction for auto expense unless you have evidence to support it)

Actual Expenses Claim:

If you want to take actual expenses, or are required to, complete the following. You will still need to complete the Mileage Claim section (above) or state that the vehicle was used 100% for business.

Cost of vehicle: \$ _____ Gas: \$ _____

Insurance: \$ _____ Licenses: \$ _____

Oil: \$ _____ Repairs: \$ _____

Property Taxes: \$ _____ Depreciation: \$ _____

Lease Payments: \$ _____

*Most of the time, it is more beneficial to use Mileage Claim. You can't switch from Actual Expenses Claim to Mileage Claim if you used Actual Expenses Claim in the first year.