

## **REAL ESTATE PROFESSIONALS TAX ORGANIZER**

#### Your Name

ADVERTISING/ MARKETING
Advertising
Client Gifts/Cards
Client Home Repairs
Business Cards
Signs/Flags/Banners
Sponsorships
Online Marketing
Open Houses
Staging
SUBTOTAL

BUSINESS EXPENSES	
Bank Charges	
Cell Phone	
Commissions	
Computer	
Consulting	
Equipment Rental	
Home Office/Building Rent	
Internet	
Janitorial/Cleaning	
Meals and Entertainment	
Meetings	
Miscellaneous	
Officer Compensation	
Outside Services/Contractors	
Parking Fees and Tolls	
Payroll Processing Expenses	
Repairs and Maintenance	
Salaries and Wages	
Sales assistant/Referal fees	
Software	
Security Expense	
SEP/401k-Company Cont.	
Permits and Fees	

**Business Name** 

Recruiting	
Shipping	
Tools	
Uniforms	
Utilities	
Waste Removal	

DUES/SUBSCRIPTIONS	
Memberships	
MLS	
REALTOR	
SUPRA	
SUBTOTAL	

EDUCATION/TRAINING	
Seminars	
Publications	
Business Coaching	
Continuing Education	
SUBTOTAL	

INSURANCE	
Health Insurance	
Business/Liability Insurance	
E&O Insurance	
SUBTOTAL	

#### **INTEREST EXPENSE**

CC interest Business loan interest

SUBTOTAL

# LEGAL/ PROFESSIONAL Accounting Legal Fees SUBTOTAL

**OFFICE EXPENSES** Office Supplies

Postage	
Printing/Photocopies	
Office Furniture	
Desk Fees	
SUBTOTAL	

SUPPLIES	
Lock Boxes	
Keys	
Supplies	
SUBTOTAL	

TAX AND LICENSE	
Payroll Taxes	
B&O Taxes	
Licenses	
SUBTOTAL	

TRAVEL	
Hotel/Lodging	
Rental Car	
Uber/Lyft	
Conventions	
SUBTOTAL	

### MILEAGE

Miles driven for business

GRAND TOTAL	
previously noted)	
OTHER (enter expenses not	

Tax Year