Realtor records by Schedule C line: commissions to showings

Use one copy per real estate agent and tax year. Start with the brokerage paperwork, then work down to the personal side, and write "n/a" next to anything that does not apply.

Client or engagement

Brokerage and commission records

- [ ] Form 1099-NEC from the brokerage
  One per brokerage over that year's line
- [ ] Brokerage year-end commission statement
  Gross commission, split and every fee withheld
- [ ] Disbursement or settlement statement for each closing
  Shows your share of each commission
- [ ] Independent contractor agreement with the brokerage
  Signed copy in force during the year
- [ ] Referral fees paid and received
  With the other real estate agent's W-9 and any 1099-NEC

License, dues and broker charges

- [ ] Desk, franchise and transaction fee statement
  From the brokerage, for the full year
- [ ] E&O insurance premium invoice
  Paid directly or charged by the broker
- [ ] License renewal and continuing education receipts
  State fees and course invoices
- [ ] Association, board, MLS and lockbox dues invoices
  Keep the line showing any lobbying share

Marketing and client costs

- [ ] Signs, riders, photos, video and staging invoices
  One per vendor or listing
- [ ] Ads, postcards, website, CRM and lead subscriptions
  Invoices or card charges for the year
- [ ] Client and closing gift receipts
  With the name of each recipient

- [ ] Meal receipts with clients
  Note who attended and the deal discussed

Car, office and equipment

- [ ] Showing and listing log
  Date, address, purpose, miles; 2026 kept in two halves
- [ ] Odometer readings at the start and end of the year
  Or the day the car began business use
- [ ] Last year’s Form 4562 for the car
  If you use actual costs and depreciate the car
- [ ] Parking and toll receipts for business trips
  Not parking at your regular office
- [ ] Home office square footage and home bills
  Office and total home size; rent or interest, utilities
- [ ] Phone and internet bills
  With the business share noted
- [ ] Equipment invoices: laptop, camera, tablet
  With the purchase date of each item

Personal side of the return

- [ ] Business bank statements
  Every month, to match deposits to commissions
- [ ] QBI inputs for Form 8995
  Schedule C profit, spouse’s income, any QBI loss carried over
- [ ] Health insurance premium statements
  Months with no employer plan available, for Form 7206
- [ ] Retirement plan and estimated tax records
  SEP-IRA or solo 401(k) contributions; each quarterly payment
- [ ] Time log, if you also own rentals
  Hours in real property businesses for the year
- [ ] Last year’s tax return
  Full copy, with Schedule C and the asset schedule