

Rental property tax organizer (Schedule E)

Schedule E (Form 1040): one sheet per property

Prepared for the clients of (firm name)

Your name, and your spouse's if filing jointly

Copy the property pages once for each rental you own, and fill in the participation and carryover page once.

Count days from a calendar or the booking site reports, not from memory.

For every yes, attach the records listed under the question. List repairs and improvements separately, with the date and invoice for each.

This property

Based on: Schedule E, lines 1a to 2 (Instructions for Schedule E)

Street address of the property

Type: single-family home, unit in a multi-unit building, vacation home, or a room in the home you live in

Your ownership share, and the names of any co-owners

Did you buy this property or first offer it for rent during the year?

☐ Yes ☐ No

If yes, send: Closing (settlement) statement; Property tax bill or appraisal showing the land and building values; Date the property was ready and available for rent

Did you turn your former home into this rental, or move into it after renting it?

☐ Yes ☐ No

If yes, send: Date of the change; Appraisal or other evidence of value on that date

Do you and your spouse own and run this rental together, outside any LLC?

☐ Yes ☐ No

If yes, send: Each spouse's ownership share

Days of use

Based on: Schedule E, line 2; Publication 527, chapter 5

Days rented at a fair rental price

Days used by you, your family, or anyone who paid less than fair rent

Days the property was available for rent but empty

Days you spent working full time on repairs at the property

Did you or a relative stay at the property at any point in the year?

If yes, send: Calendar of the personal use dates

☐ Yes ☐ No

Did you rent to a relative, or to anyone below market rent?

If yes, send: Lease; Rent ledger for the year

☐ Yes ☐ No

Short-term rental (fill in only if it applies)

Based on: Publication 925, rental activity exceptions

Number of separate stays during the year

Total nights booked

Did you list the property on a booking site?

☐ Yes ☐ No

If yes, send: Annual earnings report from each booking site; Any Form 1099-K or 1099-MISC received

Did you provide cleaning during stays, meals or other services to guests?

☐ Yes ☐ No

If yes, send: List of the services and who provided them

Rent received

Based on: Schedule E, line 3; Publication 527, chapter 1

Total rent received for the year

Send: Rent ledger or bank statements showing deposits

Did a property manager collect rent for you?

☐ Yes ☐ No

If yes, send: Year-end owner statement from the manager; Form 1099-MISC from the manager, if one was issued

Did a tenant pay rent in advance for a later period?

☐ Yes ☐ No

If yes, send: Lease; Record of the advance payment

Did you keep any part of a security deposit?

☐ Yes ☐ No

If yes, send: Move-out statement showing the amount kept

Did a tenant pay one of your bills, or pay you in services or goods instead of cash?

☐ Yes ☐ No

If yes, send: Note of each payment and its value

Expenses

Based on: Schedule E, lines 5 to 19

Is there a mortgage on this property?

☐ Yes ☐ No

If yes, send: Form 1098 for each loan

Did you refinance, or pay points on a loan for this property?

☐ Yes ☐ No

If yes, send: Closing statement for the new loan

Property taxes paid during the year

Send: Property tax bills and proof of payment

Landlord, flood and umbrella insurance premiums

Utilities you paid as the owner, and HOA dues

Cleaning, landscaping, pest control and snow removal

Management fees, advertising and tenant screening fees

Legal and accounting fees for the rental

Did you travel to the property to collect rent, show it or oversee work?

☐ Yes ☐ No

If yes, send: Mileage log or trip dates and purpose

Did you pay contractors for work on the property?

☐ Yes ☐ No

If yes, send: Form W-9 for each contractor; Copies of any Forms 1099 you filed

Repairs, improvements and assets

Based on: Publication 527, chapters 2 to 4; Form 4562

Did you pay for repairs that kept the property in working order?

☐ Yes ☐ No

If yes, send: Invoice for each repair

Did you pay for work that made the property better, restored it or adapted it, such as a roof, HVAC or a remodel?

☐ Yes ☐ No

If yes, send: Invoice for each improvement; Date each improvement was placed in service

Did you buy appliances, furniture or flooring for the rental?

☐ Yes ☐ No

If yes, send: Invoices with purchase dates

Do you elect the de minimis safe harbor for small purchases each year?

☐ Yes ☐ No

If yes, send: Last year's election statement, if one was filed

Was this property depreciated on last year's return?

☐ Yes ☐ No

If yes, send: Prior-year depreciation schedule or Form 4562

Participation and carryovers (all rentals)

Based on: Form 8582; Publication 925; Instructions for Schedule E

Do you make management decisions such as approving tenants, setting rent or approving repairs?

☐ Yes ☐ No

Hours you spent on your rentals, and on any other real estate business, during the year

Send: Hours log or calendar, with the services performed and who performed them

Do you have rental losses carried over from earlier years?

☐ Yes ☐ No

If yes, send: Last year's Form 8582 and its worksheets

Did you sell a rental property or stop renting it during the year?

☐ Yes ☐ No

If yes, send: Closing statement; Form 1099-S; Receipts for selling costs

Anything else your preparer should know