

Real Estate Agent Worksheet

Taxpayer Name: _____ Tax Payer SS#: _____ EIN: _____

Name of Associated Broker: _____ Date of License: _____

Gross Income/Commissions (provide any 1099's) \$ _____

Advertising		Cell Phone	\$
Signage	\$	Internet Access Fees	\$
Direct Mail	\$	Self Employed Health Insurance	\$
Flyers	\$	Professional Organization Dues & Fees	\$
Business Cards	\$	Community Organization Dues & Fees	\$
Promotional Items	\$	Errors and Omission Insurance	\$
Print Advertising	\$	Bank Charges	\$
Classified Advertising	\$	Meals	\$
Misc. Advertising	\$	Client / Closing Gifts	\$
Legal & Professional Fees	\$	Travel	\$
MLS Fees	\$	Client Entertainment	\$
Rent – If required at Main Office	\$	Continuing Education Expenses	\$
Office Fees	\$	Professional Conference Fees	\$
Utilities – Outside of Home	\$	Travel	\$
Secretarial/Assistant Expenses	\$	Courier Services	\$
Copying Expenses	\$	Keys & Locksmiths	\$
Printing Costs	\$	Lock Boxes	\$
Office Supplies	\$	Photographs (film & Processing)	\$
Business Insurance (not health)	\$	Open House Expenses	\$
Dues & Publications	\$	Referral Fees	\$
Postage & Shipping	\$	Other – Specify:	\$
Telephone – 2 nd line if in home	\$	Date you started your business:	

Vehicle Expense

Vehicle expenses (provide breakdown)	\$	Is this evidence written?	
Type & Year of Vehicle:		If you lease, what is the monthly payment?	\$
Date First Used for Business:		Number of Miles Driven for Business	
Do you have another car for personal use?		Number of Miles Driven for Personal	
Do you have evidence to support the deduction?		Number of Miles Driven for Commuting	

Home Office

Square Footage of Home		Cost of Utilities Except Water per Month	\$
Square Footage of Space/Room Used		Amount of Rent Paid per Month	\$
Fair Market Value of Home	\$	Insurance – Homeowners/Renters	\$
Number of Months Office was in Home		Other - Specify	\$

List Equipment Purchased in 2021	Date Purchased	Placed in Service	Cost
			\$
			\$
			\$
			\$
			\$
			\$

List Equipment Sold in 2021	Date Purchased	Date Sold	Sales Price
			\$
			\$
			\$
			\$
			\$

Small Business Comments and Other Expenses:

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