

Real Estate Tax Checklist

What Every Investor Should Track



Helping real estate investors stay organized, compliant, and tax-efficient

Real Estate Tax Checklist

INCOME TRACKING

- ☐ Rent income (monthly rents collected)
- ☐ Short-term rental income
- ☐ Other income

EXPENSES

- ☐ Repairs & Maintenance
- ☐ Property management fees
- ☐ Utilities
- ☐ Insurance
- ☐ Property taxes (retain annual statement & payment records)
- ☐ HOA fees

FINANCING

- ☐ Mortgage interest
- ☐ Loan statements
- ☐ Refinancing documents

PROPERTY DETAILS

- ☐ Purchase price
- ☐ Closing documents
- ☐ Improvements & upgrades (keep invoices for basis and depreciation purposes)

ORGANIZATION

- ☐ Separate business & personal finances
- ☐ Maintain consistent records
- ☐ Use bookkeeping system (QuickBooks or similar)

TAX PLANNING

- ☐ Review tax position before year-end (don't wait until filing season)
- ☐ Identify deductions
- ☐ Consult a tax advisor

BEFORE TAX SEASON

- ☐ Gather all income records
- ☐ Gather expense documentation
- ☐ Review major property improvements
- ☐ Schedule tax planning meeting



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