

REAL ESTATE AGENT WORKSHEET

See Business Use of Home Worksheet for businesses run out of the home

PROFESSIONAL FEES & DUES		OUT OF TOWN TRAVEL	
Association Dues		Airfare for Out of Town Business Travel	
Licensing Fees		Mileage for Out of Town Business Travel	
Credentials		Tolls	
Chamber of Commerce		Car Rental	
Organization Fees & Dues		Other transportation (Taxi, Bus, etc)	
CONTINUING EDUCATION		Parking Fees	
Course Registration & Fees		Lodging	
Material & Supplies		Laundry	
Research Costs		Tips (Bell Hop, Valet , etc..)	
Seminar Fees		Meals	
*For travel costs see "Travel"		Other	
Other:		SUPPLIES & EXPENSES	
COMMUNICATION EXPENSES		Gifts (list each person separately)	
Cell phone usage		Clerical Services	
Internet Usage		Computer Supplies	
Toll calls		Office Supplies	
Fax Charges		Business Meals (list client name)	
Other:		Rent (office outside home)	
Other:		Utilities (office outside home)	
ADVERTISING EXPENSES		Entertainment (list client name)	
Signage		Paper Supplies	
Direct Mail		Postage/ Shipping	
Flyers		Courier Service	
Business Cards		MLS Listings	
Promotional Items		Legal and Professional Services	
Print Advertising		Computer Software	
Classified Advertising		Copy/ fax Expenses	
Television/ Internet Advertising		Business Insurance	
EQUIPMENT PURCHASED		Open House Expenses	
		Lockboxes, Keys and Locksmiths	
		Professional Publications	
		Other	
		Other	
		Other	
VEHICLE EXPENSES			
Type and year of vehicle		Date first used for business	
Do you have another car for personal use?	Yes No	Miles driven for Business	mi.
Do you have evidence to support the use?	Yes No	Miles driven for personal use	mi.
Is this evidence written?	Yes No	Miles driven for commuting	mi.
Were you reimbursed for any vehicle use?	Yes No	Total miles driven in year	mi.

Bring last year's taxes showing any equipment purchased in prior years