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INCOME	
Commission Income	
Interest Income	
Other Income:	

EXPENSE	
Accounting Fees	
Advertising	
Auto Expenses:	
Repairs and Maintenance	
Gas	
Parking	
Mileage Reimbursement	
Auto Payments (Lease/Loan)	
Business Gifts	
Business Travel	
Cell Phone Expense	
Client Concessions	
Client Gifts	
Multi-Listing Service	
Realtor Associations	
Computer Repairs	
Charitable Contributions	
Dues and Subscriptions	
Continuing Education	
Equipment Rental	
Fax Cost	

EXPENSES, CONT'D			
Internet			
Legal Fees			
Licenses and Permits			
Listing Expenses			
Marketing Expense			
Marketing Supplies			
Medical Expense			
Meals and Entertainment			
Office Supplies			
Payroll Expenses			
Postage			
Property Tax			
Recruiting Expense			
Real Estate Office Expense			
Tax Preparation Fee			
Vehicle Tax			
Website			
Home Office Expenses:		Home Office Space	
Mortgage Interest/Rent			
Real Estate Taxes		Sq. Ft. of Office	
Homeowners Insurance			
Utilities			
HOA Dues		Heated Sq. Ft. of Home	
General Maintenance ⁽¹⁾			
Direct Costs ⁽²⁾			
Other Expenses:			
MILEAGE ⁽³⁾		Veh. #1	Veh. #2
Business			
Personal ⁽³⁾			
Total			

Notes:

⁽¹⁾ General maintenance expenses include expenses that generally benefit the entire home, including the home office, such as HVAC service contract, pest control, roof repair, etc. It does not include costs which do NOT benefit the home office, such as landscaping.

⁽²⁾ Direct costs are those specifically incurred for the home office, such as carpeting for the office, home office furniture, etc.

⁽³⁾ The law imposes higher substantiation requirements for auto expenses. **KEEP YOUR MILEAGE LOG CORRECTLY!** The mileage log is required for both the standard mileage deduction or the actual auto expense deduction. Personal miles includes "commuting" miles.