



Statement of Rental Property Income

Instructions: Please complete one form for EACH separate rental property or unit. Sign at bottom.

Part 1:

Name of person with rental property income: _____ Last 4 of SSN: _____

Number of full months and period covered by this income statement: _____ From: _____ To: _____
(Example: 12 months) (January 2016 to December 2016)

Description and location of rental property: _____

Do you also live at this property? Yes No

If YES: What is the number of units on the property? _____

Part 2:

Have you filed federal taxes with the IRS for this rental income? Yes No

If NO: Go to Part 3.

If YES: Please provide a copy of your most recent federal income taxes, including all schedules and forms.

Are these taxes reflective of your current rental income and expenses? Yes No

If NO: Explain why your federal taxes are not reflective of your current income and expenses:

_____ **If YES:** Provide a copy of your most recent year federal income taxes, including all schedules and forms.

Part 3:

List monthly property income and expenses in the tables below, only for the months that the rental property was in operation. Enter \$0 if no income or expenses for that month. Do not enter \$0 for months prior to the start of the rental.

See the reverse side of this form for further instructions on entering income and expense.

MONTH & YEAR INCOME RECEIVED <small>EXAMPLE: January 2016</small>	GROSS RENTAL INCOME RECEIVED <small>EXAMPLE: \$525.00</small>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

MONTH & YEAR EXPENSE PAID <small>EXAMPLE: January 2016</small>	GROSS RENTAL EXPENSE PAID <small>EXAMPLE: \$219.00</small>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

The above information is true, correct, and complete to the best of my knowledge.

Customer Signature: _____ Date: _____

Instructions:

This form is to record income and expenses for self-employment only. Self-employment is the process of actively earning income directly from one's own business, trade or profession. Persons are considered self-employed if all of the following are true:

- responsible for obtaining or providing a service or product **and**
- earn income directly from their own business **and**
- are not required to have federal income tax and FICA payments withheld from their earnings **and**
- are not required to complete an IRS W4 form for an employer **and**
- are not covered by workers' compensation.

Use this form only when federal taxes have not been filed or are not reflective of current income. Use a separate form for each type of self-employment and for each person in the household who has self-employment income. You must answer all questions and sign and date at the bottom. Use additional sheets of paper if you need to. Sign and date each sheet. Remember, this is your sworn statement.

Income:

This is income received via cash or check from individuals renting or leasing apartments, equipment, land, etc. List the gross amount before any deductions.

Expenses:

This is direct costs of doing business. List by date the expense was incurred. Expenses are non-personal costs that are directly related to producing the income.

EXAMPLES:

- Property taxes
- Business insurance premiums
- Legal and accounting fees, licenses and permits
- Mortgage interest paid to banks, etc.
- Advertising
- Mileage at the current federal rate or actual expenses for trips between business sites (the mileage rate includes expenses such as gas, oil etc.)
- Service, maintenance and repair of your business property and equipment
- Management fees

Expenses that cannot be claimed:

Only expenses for your business can be claimed. Do not include personal expenses or normal living expenses.

EXAMPLES:

- Depreciation
- Net business loss from a prior year
- Personal portion of rent, mortgage or vehicle costs
- Mileage expenses from your home to and from the work location
- Wages that you pay to yourself or someone in your household
- Federal, state and local income taxes