



P. O. Box 431, New Hartford, CT 06057

Phone: (860) 738-1040

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REAL ESTATE AGENTS & BROKERS

In order for these expenses to be deductible, they must "ordinary and necessary" in order for you to perform the duties of a Real Estate Professional. Do not include expenses for which you have been or expect to be reimbursed for by your employer.

SUPPLIES & EXPENSES

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|---|----|
| Advertising, signs, flags, business cards: | \$ |
| Appraisal, legal, professional, inspection fees: | \$ |
| Business meals & entertainment: | \$ |
| Photographic processing & equipment: | \$ |
| Courier, clerical, faxes & photocopies: | \$ |
| Buyers & Sellers Gift, Flowers, Greeting Cards, etc: | \$ |
| Insurance: | \$ |
| Lock Boxes, Keys, Locksmith: | \$ |
| GPS, Maps, Map Books: | \$ |
| Office Supplies, Postage, Stationary, Computer Paper: | \$ |
| Referral Fess, Finders Fees, Sub-commissions: | \$ |
| Repairs & Supplies to sell listed property: | \$ |
| Other supplies: | \$ |

EDUCATION

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|--|----|
| Course tuition, registrations, materials, supplies, texts: | \$ |
| Online Classes: | \$ |
| Training Seminars: | \$ |

TELEPHONE

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|---|----|
| Home or Office Phone Expense (Business portion only): | \$ |
| Cell phone: | \$ |

AUTO EXPENSE

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|--|----|
| Clients meetings, showing properties (total miles driven): | \$ |
| Escrow, loan office, closings (total miles driven): | \$ |
| Seminars, meetings, education (total miles driven): | \$ |

PROFESSIONAL DUES & FEES

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|---|----|
| Professional subscriptions & periodicals: | \$ |
| Chamber of Commerce, Association fees: | \$ |
| Board, MLS, Listing fees & dues: | \$ |
| State License Fee: | \$ |

MISCELLANEOUS EXPENSES

| | |
|------------------------------|----|
| Computer, printer, software: | \$ |
| Internet access fees: | \$ |
| Office Equipment: | \$ |
| Other: | \$ |

NEW CLIENTS PLEASE BRING A COPY OF YOUR PREVIOUS YEAR'S TAX RETURN