

# REAL ESTATE CHECKLIST - 2009

**CATRAKILIS & COMPANY CPA's, P.C.**

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<b>INCOME RECEIVED:</b>	
Total 1099 MISC received	
Other - Business Income	

<<<<-Give details

2009 - Estimated Taxes Paid:			
FEDERAL		STATE	
DATE	AMOUNT	DATE	AMOUNT

<b>EXPENSES:</b>	
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							Date
					Cost		Purchased
<b>Advertising:</b>		<b>Meals and Entertainment</b>		<b>Furniture/Equipment</b>			
Business Cards		Lunches & Dinners		Camera/Camcorder			
Flyers & Printing		Luncheons & Meetings		Computer			
Signs & Riders		Other Entertainment		Printer			
Other		Cokes, Coffee, Snacks		GPS Equip.			
Internet Web Site				File Cabinet			
Magazine & Newspaper		<b>Lockbox and Keys</b>					
Virtual Tours		Supra Key					
				Furniture			
<b>Brokers' Fees</b>		<b>Meetings &amp; Seminars</b>		Software			
				Other (list)			
<b>Client Follow-Up</b>		<b>Office Expense</b>					
		Calculator					
<b>Commissions Paid</b>		Greeting Cards/Notes					
		Office Supplies					
<b>Communications:</b>		Photocopies		<b>Automobile Expenses</b>	Car #1	Car #2	
Cell Phone / Pager		Postage		Make / Model of Auto			
Fax Line		Stationery		Date Purchased			
Internet Connect Fees		Other		++ Cost of Auto Purchased			
Long Distance				Date Leased			
Telephone (2nd line)		<b>Other Supplies</b>		FMV of Leased Auto			
		Maps		Total Miles Driven in 2009			
		Miscellaneous		**Business Miles in 2009			
		Small Tools					
		Tape Measures					
<b>Dues &amp; Publications:</b>				***Commuting Miles (Yr. 2009			
MLS/FMLS Fees		<b>Selling Exp. / Cost of Sale</b>		Other Personal Miles			
Newspapers				2009 mileage rate .55			
Professional Dues				Auto Club (AAA, etc)			
Professional Magazines				Gas			
Reference Books				Insurance			
		<b>Repairs &amp; Maintenance</b>		Interest			
				Lease Payments			
		<b>Secretarial Services</b>		Lubes/Oil Changes			
				Repairs			
<b>Flowers/Housewarming</b>		<b>Referral Fees</b>		Tires & Batteries			
				Tune-ups			
<b>Gifts for Clients *</b>		<b>Taxes &amp; Licenses:</b>		Advalorem (tax only)			
		Business License		Tag (license & mail fee)			
<b>Insurance:</b>		Real Estate Board		Other (wash, wax, etc.)			
Health Insurance				Parking/Tolls			
Office/E&O Insurance		<b>Travel:</b>					
Other		Hotel					
		Airfare					
<b>Interest</b>		Other		Insurance premium increase			
				for business use of auto:			
				*Gifts must not exceed \$25 per person per year.			
<b>Legal and Professional</b>		<b>Other Expenses (list):</b>					
Attorneys		Open House Expenses:		**You must be able to substantiate, in writing,			
CPAs		Continuing Education		the mileage driven for business.			
Other							
				*** Does not apply if office			
				in home is claimed.			
				++If Auto Purchased in current year, please			
				provided copy of purchase invoice.			