

## Real Estate Professionals\*

\*\*\*please note if you have an expense that is used for business & personal (cell phone, home office equipment, & etc.) use then please estimate the % of business use in dollars\*\*\*\*

<b>Auto Travel (In miles)</b>	<b>TOTALS</b>	<b>Supplies &amp; Expenses</b>	<b>TOTALS</b>
Client Meetings		Advertising, Signs, Flags & Banners	
Continuing Education		Attorney & Appraisal Fees	
Escrow & Loan Office Trips		Bank Charges	
Out of Town Business Trips		Online Advertising & Services	
Showing Property		Business Meals (enter 100%)	
Parking Fees (\$)		Equipment Repair	
Tolls (\$)		FAX Supplies	
Other: _____		Finders Fees	
<b>Travel - Out of Town</b>		Gifts, Flowers, & Greeting Cards	
Airfare		GPS/Navigation Map Software	
Bridge & Highway Tolls		Insurance - E. & O. and Liability	
Bus, Subway, Train, & Taxi		Legal & Professional Services	
Car Rental		Lock Boxes, Keys & Locksmith	
Parking		Multiple Listing Service	
Lodging (do not combine with meals)		Office Expenses	
Meals (do not combine with lodging)		On-Line Service Costs	
Communications & Wi-Fi Access		Open House Expenses	
Laundry		Photos, CD, DVD Expense	
Porter, Bell Captain		Photocopy Expenses	
Other: _____		Postage & Shipping	
<b>Professional Fees &amp; Dues</b>		Referral Fees	
Association Dues		Rent	
Chamber of Commerce		Repairs to Sell Listed Property	
License Fees		Software	
Realty Board		Other: _____	
Other: _____			
<b>Communication Expenses</b>		<b>Equipment Purchases</b>	
Cellular & Smart Phone Service		Camera	
FAX & On Line Data Services		Cellular and Smart Phones	
Land Line		Computers & Laptops	
Skype/Internet Phone Service		Computer Peripherals	
Other: _____		Fax Machine	
		Tablets & E-Readers	
<b>Continuing Education</b>		Telephone	
Course Fees		Copier	
Materials, Supplies & Textbooks		Printers	
Seminars & Motivational DVDS		Scanners	
Other: _____		Other: _____	

\*\*This is just a sample/suggested listing of deductions applicable to this business type. Please note all deductions are subject to IRS Guidance and laws. Also, please retain all records/support to substantiate deductions listed on this form.\*\*