

**GENERAL INFORMATION FOR EACH OWNER**  
 PLEASE PROVIDE THE INFORMATION REQUESTED BELOW  
 AND RETURN TO CLIFTONLARSONALLEN, LLP  
 BY MARCH 1, 2015

1. Owner Name \_\_\_\_\_ ITIN \_\_\_\_\_ Marital Status (Married or Single) \_\_\_\_\_

2. Mailing address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Mark if address  
is same as last year.

\_\_\_\_\_ Fax No. \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

3. Country of citizenship: \_\_\_\_\_ Country of residence: \_\_\_\_\_

4. Were you ever a U.S. Citizen (Yes of No)? \_\_\_\_\_ Were you ever a green card holder? \_\_\_\_\_

5. List all the dates you entered and left the United States during 2014:

Dates entered United States (mm/dd/yy)	Dates departed United States (mm/dd/yy)

6. How many days were you present in the United States during 2012 \_\_\_\_\_, 2013 \_\_\_\_\_, & 2014 \_\_\_\_\_?

7. How many days did you spend at your rental property in 2014: \_\_\_\_\_?

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2. Mailing address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Mark if address  
is same as last year.

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6. How many days were you present in the United States during 2012 \_\_\_\_\_, 2013 \_\_\_\_\_, & 2014 \_\_\_\_\_?

7. How many days did you spend at your rental property in 2014: \_\_\_\_\_?

# ANNUAL INCOME & EXPENSE SUMMARY FOR RENTAL PROPERTY

PLEASE PROVIDE THE INFORMATION REQUESTED BELOW  
AND RETURN TO CLIFTONLARSONALLEN, LLP  
BY MARCH 1, 2015

Name(s) on title & percentage (%) of ownership: \_\_\_\_\_

Type & address of rental real estate property: - \_\_\_\_\_

**If you use a property management company and it provides an annual summary of income and expense for the calendar year ended 12/31/14, please provide it. If your management company does not, please compile the income and expenses and fill in the blanks below. If you provide monthly management statements and/or numerous receipts for us to complete this form it could increase your tax preparation fees.**

- 1. RENTAL INCOME:** Please report the amount of rental income that you collected outside of the U.S. and/or in the U.S. from 01/01/14 through 12/31/14. Please show your rental income net of (minus) sales and tourist development taxes paid in US Dollars:

Total Rent Collected \_\_\_\_\_ - Less Sales & Tour. Dev. Tax \_\_\_\_\_ = Net Rental Income \$ \_\_\_\_\_

- 2. EXPENSES:** Please list expenses paid by you from 01/01/14 through 12/31/14

	U.S. Dollars	OR	Foreign Currency (Exchange Rate: _____)
Advertising	_____		_____
<b>Auto &amp; travel</b>	_____		_____
Cleaning & maintenance	_____		_____
Commissions	_____		_____
Insurance (attach invoices)	_____		_____
Legal & professional fees	_____		_____
Management fees	_____		_____
Mortgage Interest (Attach <b>Form 1098</b> )	_____		_____
Repairs	_____		_____
Supplies	_____		_____
<b>Real Estate Tax</b> (Date Paid _____)	_____		_____
Tangible personal <b>property tax</b> (Date Paid _____)	_____		_____
Utilities (telephone, cable, electric)	_____		_____
Homeowners Assoc dues	_____		_____
Club membership	_____		_____
Other (specify) (If furnishings, see below)	_____		_____
Depreciation (to be completed by CLA LLP)	_____		_____

- 3.** Number of days your home was used by yourselves, your friends and family where **NO** rental income or **NO** reimbursements of expenses were collected:

Personal use days: Yourself/family/friends \_\_\_\_\_

Full work days: Yourself/family/friends \_\_\_\_\_

Total number of days the property was rented at fair market value (FMV) in 2014 \_\_\_\_\_

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4. Property management company (name, contact and telephone number) during 2014 (if applicable): \_\_\_\_\_  
\_\_\_\_\_

5. Current property management company (if different): \_\_\_\_\_  
\_\_\_\_\_

6. Did you sell your property in 2014? No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, please enclose the two-page closing settlement statement (HUD) from the sale. Date Sold: \_\_\_\_\_

7. Additional furnishings purchased during 2014:

Date(s) purchased	Description	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Did you remove any furnishings during 2014? No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, please attach schedule listing the original cost of the old furnishings and indicate any item on line 7 above, if any, that you used to replace the old furnishings. If the furnishings removed were purchased in a furniture package, please estimate the original cost.

**TERMS AND EXPLANATIONS:**

**TYPE OF PROPERTY:** Is the rental real estate property a single family home, townhome, condominium etc.

**FORM 1098** - You should have received a statement (Form 1098 Annual Mortgage Interest Statement) from your mortgage company showing the total interest paid by you in 2014. If you have not received this statement by February 28, 2015, we recommend that you contact your Mortgage Company and request that they send one to you. Please note that you must request this information personally.

**REAL ESTATE TAXES** - If your mortgage company escrows (has added an additional amount to your monthly payment) for your property taxes, the amount of property taxes paid and the date paid will be on the above Form 1098. If you pay your taxes directly, you would have received a bill from the County Tax Collector's Office sometime in November 2014.

**TANGIBLE PERSONAL PROPERTY TAXES** - If you filed Form DR-405, Tangible Personal Property Tax Return last year and had assets greater than \$25,000 you should have received a bill from the County Tax Collector's Office for this tax sometime in November 2014.

**TRAVEL EXPENSE** - Only include the travel expense of the owner(s). Please do not include any travel expenses related to your family and/or friends. In general, only one trip per owner per year is deductible.

**FULL WORK DAYS** – Days spent working substantially full-time repairing and maintaining your rental property.