

Realtor Expense Worksheet

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Norwalk Business Service, Inc

(562) 863-4808

Income

\$ _____

Auto Expense

Total Miles..... _____

Total Bus. Miles..... _____

MPG..... _____

Gas..... \$ _____

Repairs..... \$ _____

Tires..... \$ _____

Insurance..... \$ _____

Misc-Car Wash..... \$ _____

Business Auto DMV..... \$ _____

Auto Lease..... \$ _____

Interest on Business Auto... \$ _____

Parking..... \$ _____

Tolls..... \$ _____

Advertising

Printing..... \$ _____

Fliers..... \$ _____

Newspaper Ads..... \$ _____

Signs..... \$ _____

Handouts..... \$ _____

Calendars, Notepads, etc. ... \$ _____

Website Advertising..... \$ _____

Bank Charges

\$ _____

Commissions Paid Out

\$ _____

Dues

Board Fees..... \$ _____

MLS Fees..... \$ _____

Lock Box/Supra Expense.. \$ _____

Computer Fees..... \$ _____

Subscriptions

Books & Magazines..... \$ _____

Online Services..... \$ _____

Education

Classes/Seminars..... \$ _____

Lodging (overnight)..... \$ _____

Meals (overnight)..... \$ _____

Miscellaneous

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Insurance

Errors & Omissions..... \$ _____

Workers' Comp..... \$ _____

Office Supplies

Postage..... \$ _____

Business Cards..... \$ _____

Office Supplies..... \$ _____

Computer Supplies..... \$ _____

Rent (desk)

\$ _____

Cost of Sale Including Repairs

Business Equipment..... \$ _____

Client's Properties..... \$ _____

Property Photography..... \$ _____

Staging..... \$ _____

Services

Assistant Fees..... \$ _____

Attorney..... \$ _____

Payroll Expense..... \$ _____

Tax Consultant..... \$ _____

Transaction Coordinator..... \$ _____

Telephone Services

Business Cell Phone..... \$ _____

Business Fax Line..... \$ _____

Business Internet..... \$ _____

Business Long Distance \$ _____

Business Separate Phone.... \$ _____

Business Website..... \$ _____

Travel, Entertainment

Air, Rail, Bus, Taxi..... \$ _____

Car Rentals..... \$ _____

Entertainment (clients)..... \$ _____

Gifts (\$25 each)..... \$ _____

Special Meals

Broker Preview..... \$ _____

Open House..... \$ _____

Equip. Purchased Date

Computer..... / / \$ _____

Offc. Furniture..... / / \$ _____

Cell Phone..... / / \$ _____

Ipad/Notebook..... / / \$ _____

Other..... / / \$ _____

Other..... / / \$ _____