

**Realtor Expense Worksheet**  
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**Income** \$ \_\_\_\_\_  
EIDL Grant \$ \_\_\_\_\_  
PPP Loan Amount \$ \_\_\_\_\_  
PPP Forgiveness Amount \$ \_\_\_\_\_

**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/Dialers..... \$ \_\_\_\_\_

**Education**  
Classes/Seminars..... \$ \_\_\_\_\_  
Lodging (overnight)..... \$ \_\_\_\_\_  
Meals (overnight)..... \$ \_\_\_\_\_

**Equip. Purchased**      **Date**  
Computer..... / / \$ \_\_\_\_\_  
Offc. Furniture..... / / \$ \_\_\_\_\_  
Cell Phone..... / / \$ \_\_\_\_\_  
Ipad/Notebook..... / / \$ \_\_\_\_\_

**Insurance**  
Errors & Omissions..... \$ \_\_\_\_\_  
Workers' Comp..... \$ \_\_\_\_\_

**Office Supplies**  
Postage..... \$ \_\_\_\_\_  
Business Cards..... \$ \_\_\_\_\_  
Office Supplies..... \$ \_\_\_\_\_  
Computer Supplies..... \$ \_\_\_\_\_

**Rent (desk)** \$ \_\_\_\_\_

**Cost of Sale Including Repairs**  
Business Equipment..... \$ \_\_\_\_\_  
Smoke Alarms..... \$ \_\_\_\_\_  
Client's Properties..... \$ \_\_\_\_\_  
Property Photography..... \$ \_\_\_\_\_  
Staging..... \$ \_\_\_\_\_  
Personal Protective Equipment.. \$ \_\_\_\_\_

**Services**  
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, Meals, Gifts**  
Air, Rail, Bus, Taxi..... \$ \_\_\_\_\_  
Car Rentals..... \$ \_\_\_\_\_  
Meals..... \$ \_\_\_\_\_  
Gifts (\$25 each)..... \$ \_\_\_\_\_

**Miscellaneous**  
Broker Preview..... \$ \_\_\_\_\_  
Open House..... \$ \_\_\_\_\_  
Zillow.com..... \$ \_\_\_\_\_  
Realtor.com..... \$ \_\_\_\_\_  
Zoom..... \$ \_\_\_\_\_  
Other Online Resources.... \$ \_\_\_\_\_

**Miscellaneous (List Large Expenses Separate)**  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**Due to AB5, Non-Employee Assistant Fees are no longer deductible**