

Realtors, Brokers and Professionals Business Expenses

<i>Auto Travel (In miles)</i>		<i>Supplies & Expenses</i>	
Client Meetings		Advertising, Signs, Flags & Banners	
Continuing Education		Attorney & Appraisal Fees	
Escrow & Loan Office Trips		Bank Charges	
Out of Town Business Trips		Business Meals (enter 100%)	
Showing Property		Client Development	
Parking Fees (\$)		Client Related Expenses	
Tolls (\$)		Commissions / Rebates (over \$600 - 1099)	
Other: _____		Credit Report Fees	
<i>Travel - Out of Town</i>		Equipment Repair	
Airfare		FAX & Computer Supplies	
Car Rental		Film & Processing	
Parking		Gifts (Business \$25 per Person)	
Bus, Subway, Train, & Taxi		Insurance - E. & O. and Liability	
Lodging (do not combine with meals)		Lock Boxes, Keys & Locksmith	
Meals (do not combine with lodging)		Map Book & Map Software	
Porter, Bell Captain		Marketing	
Laundry		Multiple Listing Service	
Bridge & Highway Tolls		Networking	
Telephone (Business Portion)		Office Assistant / Payroll Expenses	
Other: _____		Office Expenses	
<i>Professional Fees & Dues</i>		Open House Expenses	
Association Dues		Photocopy Expenses	
Chamber of Commerce / Memberships		Postage & Shipping	
Legal & Professional Fees		Promotions	
License Fees / Other RE Dues or Fees		Referrals/Finders Fees & Rebates (CDA)	
Seminars & Conventions		Rent / Office / Desk Fees	
<i>Telephone Expenses</i>		Repairs to Sell Listed Property	
FAX Transmissions		Stationery	
Cellular (Business Portion)		Other: _____	
Pay Phone & Toll Calls		<i>Equipment Purchases</i>	
DSL/Internet/Website/Hosting		Answering Machine	
Other: _____		Calculator	
<i>Continuing Education</i>		Camera	
Correspondence Course Fees		Computer Equipment	
Materials, Supplies & Textbooks		Copy Machine	
Seminars/Motivational Tapes		FAX Machine	
Other: _____		Printer	
		Recorder & Pager	
		Telephone	
		Modems and computer peripherals	
		Date purchased and cost Required for Above	

