

Real Estate Professional

Sales Expenses:

- Advertising
- Appraisal Fees
- Bank Charges
- Bus Tours
- Business Cards
- Clerical
- Client Gifts (not to exceed \$25 per person)
- Courier Service
- Commissions Paid
- Escrow/Loan Fees
- Finder Fees
- Film/Processing
- Flowers/Cards (not to exceed \$25 per person)
- Food
- Housewarming Presents (not to exceed \$25 per person)
- Keys/Locksmith
- Lock Boxes
- Map Books/GPS
- Meals & Entertainment for clients or potential clients – need to document who and why
- Office Expense
- Open House Costs
- Outside Services
- Photocopying
- Photography
- Printing
- Referral Fees
- Rent
- Repairs on Listed Property
- Sales Assistants
- Signs/Flags/Banners
- Stationary
- Tools

Professional Expenses:

- Education
- Insurance
- Legal and Professional Fees
- Licenses and Permits
- Memberships
- Multiple Listing
- Notary Fees
- Office Supplies

- Postage
- Professional Dues
- Seminars
- Subscriptions/Publications
- Telephone, Cell Phone, and Fax Line

Equipment/Supplies:

- Briefcase
- Calculator
- Camera
- Cell Phone purchase
- Computers and Software
- Desk and Chairs
- Equipment Rental
- Equipment Repairs and Cleaning
- Filing Cabinet
- Flashlight

Vehicles and Mileage:

- Total Miles driven – odometer at beginning and end of year
- Business miles – Need mileage log to document date, where, why
- Total Commuting miles and average daily commute
- Need to separate documentation and costs by vehicle
- Optional – total actual costs of the vehicle
 - Purchase price or lease amounts paid
 - Interest
 - Gas and oil changes
 - Repairs and Maintenance
 - Tax, License, Registration, Smog
 - Insurance
 - Towing
 - Auto Club

Office in Home:

- Square foot of office area
- Square foot of entire home
- Mortgage Interest or Rent paid
- Property Taxes
- Insurance
- Repairs and Maintenance
- HOA dues

NOTE: This is not a complete and comprehensive list. If you have something that is not listed here, or are not sure where it belongs, please consult your tax professional.