

**REAL ESTATE PROFESSIONAL TAX ORGANIZER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Your Name |  | Business Name |  | Tax Year |

|  |  |
| --- | --- |
| **ADVERTISING/MARKETING** |  |
| Advertising |  |
| Client Gifts/Cards |  |
| Business Cards |  |
| Signage |  |
| Sponsorships |  |
| Online Marketing |  |
| Open Houses |  |
| Staging |  |
| **SUBTOTAL** |  |
|  |  |
| **BUSINESS EXPENSES** |  |
| Bank Charges |  |
| Cell Phone |  |
| Commissions |  |
| Computer |  |
| Consulting |  |
| Equipment Rental |  |
| Home Office/Rent |  |
| Internet |  |
| Janitorial/Cleaning |  |
| Meals/Entertainment |  |
| Meetings |  |
| Miscellaneous |  |
| Officer Compensation |  |
| Outside Services/Contractors |  |
| Parking Fees and Tolls |  |
| Payroll Processing Expense |  |
| Repairs & Maintenance |  |
| Salaries and Wages |  |
| Sales Assist/Referral Fees |  |
| Software |  |
| Security Expenses |  |
| SEP/401K-Company Cont. |  |
| Permits and Fees |  |
| Recruiting |  |
| Shipping |  |
| Tools |  |
| Uniforms |  |
| Utilities |  |
| Waste Removal |  |
| **SUBTOTAL** |  |
|  |  |
| **DUES/SUBSCRIPTIONS** |  |
| Memberships |  |
| MLS |  |
| Realtor Dues |  |
| Supra |  |
| **SUBTOTAL** |  |
|  |  |
| **EDUCATION TRAINING** |  |
| Seminars |  |
| Publications |  |
| Business Coaching |  |
| Continuing Education |  |
| **SUBTOTAL** |  |
|  |  |
| **INSURANCE** |  |
| Health Insurance |  |
| Business/Liability Insurance |  |
| E&O Insurance |  |
| **SUBTOTAL** |  |
|  |  |
| **INTEREST EXPENSE** |  |
| CC Interest |  |
| Business Loan Interest |  |
| SUBTOTAL |  |
|  |  |
| **LEGAL/PROFESSIONAL** |  |
| Accounting |  |
| Legal Fees |  |
| **SUBTOTAL** |  |
|  |  |
| **OFFICE EXPENSES** |  |
| Office Supplies |  |
| Postage |  |
| Printing/Copies |  |
| Office Furniture |  |
| Desk Fees |  |
| **SUBTOTAL** |  |
|  |  |
| **SUPPLIES** |  |
| Lock Boxes |  |
| Keys |  |
| Supplies |  |
| **SUBTOTAL** |  |
|  |  |
| **TAX AND LICENSE** |  |
| Payroll Taxes |  |
| B&O Taxes |  |
| Licenses |  |
| **SUBTOTAL** |  |
|  |  |
| **TRAVEL** |  |
| Hotel/Lodging |  |
| Rental Car |  |
| Uber/Lyft |  |
| Conventions |  |
| **SUBTOTAL** |  |
|  |  |
| **MILEAGE** |  |
| Miles Driven for business |  |
|  |  |
| **OTHER EXPENSES** |  |
| (expenses not previously noted) |  |
|  |  |
|  |  |
| **GRAND TOTAL** |  |