



# *Accounting Unlimited, LLC*

## Rental Property Tax Preparation Intake Form

Owners Name: \_\_\_\_\_

Rental Property Address: \_\_\_\_\_

\_\_\_\_\_

Type Of Property: \_\_\_\_\_

Fair Rental Days: \_\_\_\_\_ Personal Use Days \_\_\_\_\_

Date Placed In Service \_\_\_\_\_

Total cost of property including land \_\_\_\_\_ Cost of just land \_\_\_\_\_

Did you sell the property in 2019? Yes \_\_\_\_\_ No \_\_\_\_\_

Please provide the following information:

|                          |                         |   |
|--------------------------|-------------------------|---|
| Rental Income            | Insurance               | Repairs                                 |
| Advertising              | Legal/Professional Fees | Supplies                                |
| Auto and Travel          | Management Fees         | Taxes                                   |
| Cleaning and Maintenance | Mortgage Interest Paid  | Utilities                               |
| Commissions              | Other Interest          | Prior Depreciation – Assets before 2019 |

**\*Please provide any other expenses that are not included in the above list**

**\*Please provide a list of all new assets and their cost, that were purchased in 2019**

**\*PLEASE PROVIDE A COPY OF LAST YEARS TAX RETURN**

# *Accounting Unlimited, LLC*

## Asset Intake Form

Asset Description \_\_\_\_\_

Cost \_\_\_\_\_ Date Placed in Service \_\_\_\_\_

Asset Description \_\_\_\_\_

Cost \_\_\_\_\_ Date Placed in Service \_\_\_\_\_

Asset Description \_\_\_\_\_

Cost \_\_\_\_\_ Date Placed in Service \_\_\_\_\_

Asset Description \_\_\_\_\_

Cost \_\_\_\_\_ Date Placed in Service \_\_\_\_\_

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Cost \_\_\_\_\_ Date Placed in Service \_\_\_\_\_

Asset Description \_\_\_\_\_

Cost \_\_\_\_\_ Date Placed in Service \_\_\_\_\_

Asset Description \_\_\_\_\_

Cost \_\_\_\_\_ Date Placed in Service \_\_\_\_\_

# *Accounting Unlimited, LLC*

## Vehicle Intake Form

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Beg. Miles \_\_\_\_\_ Ending Miles \_\_\_\_\_  
Business Miles \_\_\_\_\_ Personal Miles \_\_\_\_\_ Was another vehicle available for personal use \_\_\_\_\_  
Cost \_\_\_\_\_ Date Placed in Service \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Beg. Miles \_\_\_\_\_ Ending Miles \_\_\_\_\_  
Business Miles \_\_\_\_\_ Personal Miles \_\_\_\_\_ Was another vehicle available for personal use \_\_\_\_\_  
Cost \_\_\_\_\_ Date Placed in Service \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Beg. Miles \_\_\_\_\_ Ending Miles \_\_\_\_\_  
Business Miles \_\_\_\_\_ Personal Miles \_\_\_\_\_ Was another vehicle available for personal use \_\_\_\_\_  
Cost \_\_\_\_\_ Date Placed in Service \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Beg. Miles \_\_\_\_\_ Ending Miles \_\_\_\_\_  
Business Miles \_\_\_\_\_ Personal Miles \_\_\_\_\_ Was another vehicle available for personal use \_\_\_\_\_  
Cost \_\_\_\_\_ Date Placed in Service \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Beg. Miles \_\_\_\_\_ Ending Miles \_\_\_\_\_  
Business Miles \_\_\_\_\_ Personal Miles \_\_\_\_\_ Was another vehicle available for personal use \_\_\_\_\_  
Cost \_\_\_\_\_ Date Placed in Service \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Beg. Miles \_\_\_\_\_ Ending Miles \_\_\_\_\_  
Business Miles \_\_\_\_\_ Personal Miles \_\_\_\_\_ Was another vehicle available for personal use \_\_\_\_\_  
Cost \_\_\_\_\_ Date Placed in Service \_\_\_\_\_