Real Estate Tax Receipts

Print out this list and keep all of your receipts as they pertain to each of these items…

Professional Fees & Dues
Association Dues
License
E & O Insurance
Business Fees
Chamber of Commerce
Realty Board
Other

Out-of-Town Travel
Airfare
Bridge & Highway Tolls
Bus & Subway
Taxi
Train
Car Rental
Lodging
Meals
Parking Fees
Hotel Telephone Calls
Other

Auto Travel
Continuing Education
Escrow & Loan Office
Out-of-Town Business Trips
Client Meetings
Showing Properties
Parking Fees
Gas and Mileage
Tolls
Other

Telephone
Cell Phone
Data Plan
Fax Transmissions
IVR Services
Call Capture Services
Toll Calls
Text Services

Continuing Education
Real Estate Training Course Fees
Continuing Education Fees
Course Registration
Materials & Supplies
Reference Materials
Seminar Fees
Coaching Fees
Books & Workbooks

Equipment
Smartphones
Telephone Answering Machine
Calculators
Copy Machine
Scanner
Fax Machine
Microphones & Headsets
Portable & Business Telephones
Computer Equipment
Software Program CDs
Cameras
Video Equipment
Wireless Equipment

Supplies & Expenses
Advertising, Signs, Flags, Banners
Appraisal Fees
Attorney Fees
Bank Charges
Briefcase / Computer Case
Business Meals
Business Cards
Admin Services
Computer Software
Car Rental
Database Fees
Material & Supplies
Computer Supplies
Courier Service
Entertainment
Equipment Repair
Fax Supplies
Gifts & Flowers
Greeting Cards
Lead Provider Fees
Legal and Professional Services
Lockboxes, Keys, Locksmith
GPS
Multiple Listing Service
Office Expenses
Open House Expenses
Photocopy Expenses
Postage
Rent
Repairs to Sell Listed Property
Shipping
Software Program Fees
Stationary
Technology Fees
Website Maintenance

(Check with your accountant for complete list)

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