

# Real Estate Professional Income & Expenses Organizer

Year: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Income

Commissions received	
Referral fees received	
Interest rec'd - commission carrybacks	
<b>Total income:</b>	

## Expense

### Professional expenses

License renewal fee	
Continuing education	
Realtor Association dues	
Other professional memberships	
Subscriptions & books	
Insurance - E&O ( <i>not health</i> )	
Legal & professional services	
Tax preparation fees	
Business taxes & licenses	

### Advertising

MLS fees	
Signs, riders & installation	
Newsletters & brochures	
Newspaper & magazine	
TV/cable/radio	
Internet/website	
Yellow Pages & directories	
Outdoor: billboard, benches, etc.	
Business cards, badges, etc.	
Photography/film & processing	
Promotional items (calendars, etc.)	
Company-insignia clothing	

### Office expenses

Office space rent/desk fees	
Copying	
Postage/overnight delivery	
Office supplies/stationary	
Rent - office equipment/furniture	
Repairs & maintenance	
Utilities ( <i>no deposits</i> )	
Telephone/long distance/fax	
Cellular phone/pager	
Internet access service	
Wages for office help	

### Expenses for clients

Meals & entertainment with/for clients	
Closing costs paid for clients	
Gifts to clients (\$25 max per client)	
Referral fees paid	
Credit checks & processing fees	

### Miscellaneous expenses

Bank charges	
Interest paid on business debt	
Overnight travel (airfare, lodgings)	
Outside/contract services	

**Sub-total expenses:** \_\_\_\_\_

**Sub-total expenses:** \_\_\_\_\_

**Expense total:** \_\_\_\_\_

**Arizona State Accounting Services, LLC**

1819 E. Southern Ave., Suite B15

Mesa, AZ 85204-5266

(480) 868-2933 *phone*

(480) 868-2932 *fax*