

Realtor: Income & Expenses

Income

Expenses

Advertising	
Business cards	
Magazine/Newspaper	
Direct mail	
Website hosting	
Website registration	
Signs, flags, banners	
Insurance	
Liability / E&O	
Health (if qualified)	
Legal/Professional	
Legal	
Tax prep / Accounting	
Office Expense	
Answering service	
Computer supplies	
Office supplies	
Photocopying / Printing	
Stationery	
Sales Expenses	
Referral fees	
Photo printing	
Keys / Locksmith	
Lock boxes	
Map books	
Open house expenses	
Staging expenses	
Cleaning/Maintenance	
Sales assistants	
Nametags/Logowear	
Supplies (non-office)	
SEP / SIMPLE / other	

Taxes/Licenses	
MTA / MCTMT	
State LLC fee	
Realtor licenses	
Other	
Client gifts	
Postage & Shipping	
MLS fees	
Realtor associations	
Professional orgs/Dues	
Seminars	
Continuing education	
Bank charges	

Telephone

Business/Fax (2nd) Line	
Business cell phone	
Business Internet (100% non-personal)	

Vehicle / Travel / Meals / Entertainment:

See worksheet

Equipment Purchases

Description	Cost	Purchase Date
Computer		
Printer		
Software		
Scanner		
Fax Machine		
Desk / Chair		
Filing Cabinet		
Camera		