



# ADDITIONAL PROFESSIONAL EXPENSES for REAL ESTATE BROKERS AND PROFESSIONALS

Name: \_\_\_\_\_ SS # \_\_\_\_\_ Tax Year: \_\_\_\_\_

### AUTO TRAVEL (Total All Miles):

- Client Meetings.....\$ \_\_\_\_\_
- Continuing Education.....\$ \_\_\_\_\_
- Escrow & Loan Office Trips.....\$ \_\_\_\_\_
- Out of Town Business Trips.....\$ \_\_\_\_\_
- Showing Property.....\$ \_\_\_\_\_
- Parking Fees (\$).....\$ \_\_\_\_\_
- Tolls.....\$ \_\_\_\_\_
- Total Miles Driven.....\$ \_\_\_\_\_

### TRAVEL - Out of Town:

- Airfare.....\$ \_\_\_\_\_
- Car Rental.....\$ \_\_\_\_\_
- Parking.....\$ \_\_\_\_\_
- Bus, Subway, Train & Taxi.....\$ \_\_\_\_\_
- Lodging (do not combine w/meals).....\$ \_\_\_\_\_
- Meals (do not combine w/lodging).....\$ \_\_\_\_\_
- Porter, Bell Captain.....\$ \_\_\_\_\_
- Laundry.....\$ \_\_\_\_\_
- Bridge & Highway Tolls.....\$ \_\_\_\_\_
- Telephone Calls (incl home).....\$ \_\_\_\_\_
- Other.....\$ \_\_\_\_\_

### PROFESSIONAL FEES & DUES

- Association Dues.....\$ \_\_\_\_\_
- Chamber of Commerce.....\$ \_\_\_\_\_
- License Fees.....\$ \_\_\_\_\_
- Realty Board.....\$ \_\_\_\_\_
- Other.....\$ \_\_\_\_\_

### TELEPHONE EXPENSES

- FAX Transmissions.....\$ \_\_\_\_\_
- Paging Service.....\$ \_\_\_\_\_
- Pay Phone & Toll Calls.....\$ \_\_\_\_\_
- Cellular Service.....\$ \_\_\_\_\_
- Other.....\$ \_\_\_\_\_

### CONTINUING EDUCATION

- Correspondence Course Fees.....\$ \_\_\_\_\_
- Materials, Supplies & Textbooks.....\$ \_\_\_\_\_
- Seminars & Motivational Tapes.....\$ \_\_\_\_\_
- Other:.....\$ \_\_\_\_\_

### SUPPLIES & EXPENSES

- Advertising, Signs, Flags
  - Banners.....\$ \_\_\_\_\_
  - On-Line Service Costs.....\$ \_\_\_\_\_
  - Attorney & Appraisal Fees.....\$ \_\_\_\_\_
  - Bank Charges.....\$ \_\_\_\_\_
  - Briefcase.....\$ \_\_\_\_\_
  - Business Meals (enter 100%).....\$ \_\_\_\_\_
  - Equipment Repair.....\$ \_\_\_\_\_
  - FAX Supplies.....\$ \_\_\_\_\_
  - Film & Processing.....\$ \_\_\_\_\_
  - Finders Fees.....\$ \_\_\_\_\_
  - Gifts, Flowers, & Greeting Cards.....\$ \_\_\_\_\_
  - Gifts -Business (\$25. max per person/per yr).....\$ \_\_\_\_\_
  - Insurance: E. & O. & Liability.....\$ \_\_\_\_\_
  - Legal & Professional Services.....\$ \_\_\_\_\_
  - Lock Boxes, Keys & Locksmith.....\$ \_\_\_\_\_
  - Map Book.....\$ \_\_\_\_\_
  - Multiple Listing Service.....\$ \_\_\_\_\_
  - Office Expenses.....\$ \_\_\_\_\_
  - Open House Expenses.....\$ \_\_\_\_\_
  - Photocopy Expenses.....\$ \_\_\_\_\_
  - Postage & Shipping.....\$ \_\_\_\_\_
  - Referral Fees.....\$ \_\_\_\_\_
  - Rent.....\$ \_\_\_\_\_
  - Repairs to Sell Listed Property.....\$ \_\_\_\_\_
  - Stationery.....\$ \_\_\_\_\_
  - Other.....\$ \_\_\_\_\_
- ### EQUIPMENT PURCHASES
- Answering Machine.....\$ \_\_\_\_\_
  - Calculator.....\$ \_\_\_\_\_
  - Camera.....\$ \_\_\_\_\_
  - Computer Equipment.....\$ \_\_\_\_\_
  - Copy Machine.....\$ \_\_\_\_\_
  - FAX Machine.....\$ \_\_\_\_\_
  - Pager.....\$ \_\_\_\_\_
  - Recorder.....\$ \_\_\_\_\_
  - Telephone.....\$ \_\_\_\_\_
  - Modems & computer peripherals.....\$ \_\_\_\_\_
  - Other.....\$ \_\_\_\_\_

Use back side to list any additional information  
attach all other documentation.

09 Real Estate 2010

ALL FEES PAYABLE AT TIME OF SERVICE OR PRIOR TO E-FILING • CASH, CHECK, CREDIT CARD