



Rental Property Document Checklist

TAX YEAR 2026

Use this checklist to help gather records that may be needed to report rental real estate on Schedule E. Not every item will apply to every rental property.

1. PROPERTY INFORMATION

- ☐ Property address and type of property (single-family, duplex, condominium, etc.)
- ☐ Date the property was purchased and date first placed in service as a rental
- ☐ Purchase closing statement / settlement statement (new property or new clients)
- ☐ Prior-year Schedule E and depreciation schedule (new clients)
- ☐ Your ownership percentage if the property is jointly owned
- ☐ Number of days the property was rented during the year
- ☐ Number of days the property was used personally, if any

2. RENTAL INCOME

- ☐ Total rents received during the year
- ☐ Security deposits retained and treated as income, if applicable
- ☐ Advance rent received, if applicable
- ☐ Other rental-related income received
- ☐ Year-end statements from a property manager or rental platform, if applicable

3. RENTAL EXPENSES

- ☐ Advertising
- ☐ Cleaning and maintenance
- ☐ Commissions and property-management fees
- ☐ Insurance
- ☐ Legal and professional fees
- ☐ Mortgage interest and other qualifying interest
- ☐ Real estate taxes
- ☐ Repairs
- ☐ Supplies
- ☐ Utilities paid by the owner
- ☐ HOA or condominium fees, if applicable
- ☐ Lawn care, snow removal, pest control and similar services
- ☐ Travel or mileage related to managing or maintaining the property
- ☐ Other ordinary rental-property expenses

More than one rental property?

Please keep income and expenses separated by property so each rental activity can be reported accurately.

4. IMPROVEMENTS & DEPRECIABLE ASSETS

- ☐ Receipts and invoices for improvements, renovations or major replacements
- ☐ Description, cost and date placed in service for appliances, furniture, equipment or other assets
- ☐ Roof, HVAC, windows, flooring, additions or other major property improvements
- ☐ Information for any rental asset sold, disposed of or converted to personal use

5. MORTGAGE, TAX & OTHER PROPERTY RECORDS

- ☐ Form 1098 or mortgage year-end statement
- ☐ Property tax bill if taxes are not shown on the mortgage statement
- ☐ Insurance settlement or casualty-loss information, if applicable
- ☐ Records of refinancing, including closing documents and loan costs
- ☐ Information about rental-property debt that was canceled or forgiven, if applicable
- ☐ Any Forms 1099 received related to the rental activity

6. IF YOU SOLD A RENTAL PROPERTY

- ☐ Closing/settlement statement from the sale
- ☐ Original purchase closing statement, if not already on file
- ☐ Records of capital improvements made during ownership
- ☐ Prior depreciation records
- ☐ Information about selling expenses such as commissions and legal fees
- ☐ Date the property stopped being rented and date sold

7. OTHER ITEMS TO CONSIDER

- ☐ Records for passive-activity carryovers or suspended losses, if available
- ☐ Information about any change in ownership or use of the property
- ☐ Local rental registration, licensing or occupancy-tax records, if relevant
- ☐ Any IRS, Pennsylvania or local tax notices related to the rental property
- ☐ Any other property document you are unsure about - bring it along

Keep personal information secure.

This public checklist is only a guide. Do not send Social Security numbers, bank information or sensitive tax documents through ordinary email or the website contact form.

This checklist is a general guide. Additional records or information may be requested based on your individual rental activity and tax situation.