

# REAL ESTATE AGENT/BROKER DEDUCTIONS

OPERATING AND ADMIN EXPENSES		DIRECT SALES EXPENSES	
Bank Charges		Advertising	
Clerical or Virtual Assistant		Marketing	
Staff & Colleague Meetings		Warranties/Inspections	
Desk/Office Rent		Client Gifts	
Photography		Client Moving & Storage Costs	
Keys/Locksmith Services		Commissions & Referral Fees	
Real Estate Key/Keybox		Flowers & Cards	
Maps, Books & Research Materials		Meals & Entertainment	
General Office Expense		Online Listing Services	
Payroll Processing Fees		Lead Generation Services	
Payroll Taxes		Open House Expenses	
Wages & Salary		Sineage or Decorations	
Employee Benifit Programs		Property Cleaning Services/Supplies	
Printing		Transaction Coordinator	
Postage		PROFESSIONAL EXPENSES	
Equipment Rental or Lease		Dues & Memberships	
Repairs		E&O Insurance	
Signs & Banners		Brokerage Expenses	
Sign Installation and Removal		Legal Fees	
Office Supplies		Tax & Bookkeeping Fees	
Tools & Small Equipment		Continuing Education Fees	
Contract Labor & Subcontractors		Seminars & Workshops	
Janitorial Services		Regional Realtor Dues	
Document Shredding Services		Licenses	
Offsite Data Backup Services		MLS & Other Listing Fees	
Computer & IT Maintance		Publications & Newspapers	
Equipment Warrenties		Resumes & Bios	
Framing		Networking Orginazations	
Website Design & Development		Business & Life Coaching	
Office Refreshments		Self Employed Health Insurance	
Business Cards		EQUIPMENT	
COMMUNICATIONS EXPENSE		Computer	
Cell Phone Charges		Camera	
Office LIne Charges		Printer, Scanner, Fax	
Fax, Efax, or other Charges		Office Furniture	
Text Messaging & SMS Service		Software	
VOIP Service		Staging Items	
Email Services		Cleaning Equipment	
HOME EXPENSES			
Total Home Square Footage			
Square Footage of Office Space			
Internet			
Gas			
Power			
Water/Sewer/Garbage			
Mortgage Interest			

**By initialing below you acknowledge that you have all receipts and documents for the expenses listed on this sheet. My Tax Expert Inc does not make up any numbers or verify your numbers. In the event of an audit, you may be required to present receipts to the IRS.**