

## Real Estate Professional Expense Worksheet

<b>Auto Travel (In miles)</b>		<b>Supplies &amp; Expenses</b>	
Client Meetings		Advertising, Signs, Flags & Banners	
Continuing Education		On-Line Service Costs	
Escrow & Loan Office Trips		Attorney & Appraisal Fees	
Out of Town Business Trips		Bank Charges	
Showing Property		Briefcase	
Parking Fees (\$)		Business Meals (enter 100%)	
Tolls (\$)		Equipment Repair	
Other:		FAX Supplies	
<b>Travel - Out of Town</b>		Film & Processing	
Airfare		Finders Fees	
Car Rental		Gifts, Flowers, & Greeting Cards	
Parking		Insurance - E. & O. and Liability	
Bus, Subway, Train, & Taxi		Legal & Professional Services	
Lodging		Lock Boxes, Keys & Locksmith	
Meals		Map Book & Map Software	
Porter, Bell Captain		Multiple Listing Service	
Laundry		Office Expenses	
Bridge & Highway Tolls		Open House Expenses	
Telephone Calls		Photocopy Expenses	
Other:		Postage & Shipping	
<b>Professional Fees &amp; Dues</b>		Referral Fees	
Association Dues		Rent	
Chamber of Commerce		Repairs to Sell Listed Property	
License Fees		Stationery	
Realty Board		Other:	
Other:		<b>Equipment Purchases</b>	
<b>Telephone Expenses</b>		Answering Machine	
FAX Transmissions		Calculator	
Cellular & Paging Service		Camera	
Pay Phone & Toll Calls		Computer Equipment	
On-Line Charges		Copy Machine	
Other:		FAX Machine	
<b>Continuing Education</b>		Printer	
Correspondence Course Fees		Recorder & Pager	
Materials, Supplies & Textbooks		Telephone	
Seminars & Motivational Tapes		Modems and computer peripherals	
Other:		Other:	