

Tax Deductible Occupational Checklist Real Estate Brokers & Professionals

Professional Fees & Dues

Association Dues _____
 Chamber of Commerce _____
 License Fees _____
 Realty Board _____
 Other: _____

Continuing Education

Correspondence Course Fees _____
 Materials, Supplies, & Textbooks _____
 Seminars & Motivational Tapes _____
 Other: _____

Telephone Expenses

FAX Transmissions _____
 Cellular & Paging Service _____
 Pay Phone _____
 Toll Calls _____
 On-Line Charges _____
 Other: _____

Auto Travel (In miles)

Client Meetings _____
 Continuing Education _____
 Escrow & Loan Office Trips _____
 Out of Town Business Trips _____
 Showing Property _____
 Parking Fees & Tolls (\$) _____
 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 _____
 Insurance - E. & O. and Liability _____
 Legal & Professional Services _____
 Lock Boxes, Keys, & Locksmith _____
 Map Book & Map Software _____
 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 _____
 Printer _____
 Recorder & Pager _____
 Telephone _____
 Modems and Computer Peripherals _____
 Other: _____

Travel - Out of Town

Airfare _____
 Car Rental _____
 Parking (\$) _____
 Bus, Subway, Train, & Taxi _____
 Lodging (do not combine with meals) _____
 Meals (do not combine with lodging) _____
 Porter, Bell Captain _____
 Laundry _____
 Bridge & Highway Tolls _____
 Telephone Calls (including home) _____
 Other: _____