

Real Estate Professional's Income & Expenses Organizer

Name:

Year:

Income

Commissions received	
Referral fees received	
Interest rec'd - comission carrybacks	
Total income	

Expense

Professional expenses	
License renewal fee	
Continuing education	
Realtor Assn dues	
Other professional memberships	
Subscriptions & books	
Insurance - E&O (not health)	
Legal & professional services	
Tax preparation fees	
Business taxes & licenses	
Office expenses	
Office space rent/desk fees	
Copying	
Postage/overnight delivery	
Office supplies/stationary	
Rent - office equipment/furniture	
Repairs & maintenance	
Utilities (no deposits)	
Telephone/long distance/fax	
Cellular phone/pager	
Internet access service	
Wages for office help	

Advertising	
MLS fees	
Signs, riders & installation	
Newsletters & brochures	
Newspaper & magazine	
TV/cable/radio	
Internet/website	
Yellow Pages & directories	
Outdoor: billboard, benches, etc.	
Business cards, badges, etc.	
Photography/film & processing	
Promotional items (calendars, etc)	
Company-insignia clothing	
Expenses for clients	
Meals & entertainment with/for clients	
Closing costs paid for clients	
Gifts to clients (\$25 max per client)	
Referral fees paid	
Credit checks & processing fees	
Miscellaneous expenses	
Bank charges	
Interest paid on business debt	
Ovrnight travel (airfare, lodgings)	
Outside/contract services	
Total expenses	

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