

Rental Property Record
For: _____

Date	Rent	Check#		Water	Gardener	Mgmt	Notes
Jan							
Feb							
Mar							
Apr							
May							
Jun							
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							

Notes

Insurance and Taxes Paid		
Date	Description	Amount

For capital improvements, keep a folder with all receipts for tax purposes. For expensive repairs, note the date and amounts in the notes, and ID them for each month. Keep a shoebox for receipts for supplies, small repairs, etc.