



SOULENCE™ **Instructions for Rental Tax Organizer**

Please refer to the information below for clarification on any specific section. This instruction sheet is organized in the same order as your organizer. We will not provide clarification for things we feel are self explanatory. If you have more than three properties, please make a copy of the organizer.

(1)Property Information

Location—This is the street address of your rental property.

Type—Condominium, residential, commercial, town house, vehicle, etc.

Date Purchased—This is the date that appears on your HUD statement. The only exception is if you purchased the property prior to actually renting the property. For example, sometimes people will move to a new personal residence and rent out their old home. In this case, put the date you began renting the property.

Purchase Price—This is the amount you paid for the property. This number is critical in calculating your depreciation deduction.

(2)Income and Expenses

The first line is for the income you received for each property.

The other rows are common deductions relating to rental property. If you have an expense that is not on the list, please make a note at the bottom of the page.

The last section is for any equipment or “depreciable” property you placed in the rental. (Such as any new appliance, or furniture) Please indicate when you put these items in the rental and how much you paid for it.

If you have any questions about the organizer, instructions, or anything relating to taxes, please email questions@soulence.com.