

**2020 SHORT-TERM RENTAL ORGANIZER**

**If you received rental income from renting out your primary residence or vacation home, and rented the property for more than 14 days, please complete the following information. This includes using online services such as AIRBNB & VRBO. Complete the following questionnaire in its entirety.**

**Property Description** \_\_\_\_\_ **Location** \_\_\_\_\_

Indicate Type of Property	
Residential	
Commercial	

Indicate Property Ownership			
Taxpayer		Spouse	
Joint		Partnership or LLC	

Did you make any payments during the year that would require you to file Form 1099? Yes \_\_\_ No \_\_\_  
*(Please refer to the "Resources: Bulletin Board" tab on our website for information on the filing requirements for 2020 Form 1099 – NEC & 1099-MISC.)*

If yes, did you file the Form(s) as required? Yes \_\_\_ No \_\_\_

For properties located in Maine did you collect Maine State lodging tax? Yes \_\_\_ No \_\_\_

If, yes was it paid to the State of Maine? Yes \_\_\_ No \_\_\_

If you purchased or sold this property in 2020, please provide the closing statement. Yes \_\_\_ N/A \_\_\_

If sold, purchased, sold or converted this property to rental use during the year, please provide date placed in or removed from service: \_\_\_\_\_

If 100% of the property was not utilized as the portion being rented please complete the following:

Total square footage of the property: \_\_\_\_\_

Total square footage that was rented: \_\_\_\_\_

For the rental activity please provide the following in order to allocated the expenses:

Number of days rented at fair market value: \_\_\_\_\_

Number of days of personal use: \_\_\_\_\_

Number days vacant: \_\_\_\_\_

**Rental Income and Expenses:**

**RENTAL INCOME:** Please provide any Form 1099's that were received. \_\_\_\_\_

**EXPENSES DIRECTLY RELATED TO THE RENTAL:**

Advertising \_\_\_\_\_  
 Cleaning & Maintenance \_\_\_\_\_  
 Fees/Commission \_\_\_\_\_  
 Supplies \_\_\_\_\_  
 Sales Tax (if included as income above) \_\_\_\_\_  
 Automobile Mileage (# of miles) \_\_\_\_\_  
 Other expenses - itemize \_\_\_\_\_  
 \_\_\_\_\_

**TOTAL EXPENSES OF THE PROPERTY (To be allocated by W&G based upon rental):**

Mortgage interest \_\_\_\_\_  
 Real estate taxes \_\_\_\_\_  
 Utilities \_\_\_\_\_  
 Property insurance \_\_\_\_\_  
 Repairs & maintenance \_\_\_\_\_  
 Other expenses - itemize \_\_\_\_\_  
 \_\_\_\_\_

**PROPERTY IMPROVEMENTS IN 2020:**

**Please list or attach Improvements or asset purchases over \$2,500:**

Description	Date	Costs

**DEPRECIATION INFORMATION (Only if information has not been previously provided.)**

	Date Placed in Service	Cost/Basis	Method	Life	Prior Depreciation
House					
Land					
Total Purchase Price					
Improvements (Provide Details)					