

**BUSINESS EXPENSES OF REALTORS**

NAME: \_\_\_\_\_ YEAR: \_\_\_\_\_

SUPPLIES

Business cards & stationery \$ \_\_\_\_\_  
 Computer software & supplies \_\_\_\_\_  
 Fax supplies \_\_\_\_\_  
 Film and processing \_\_\_\_\_  
 Keys, lock box & map books \_\_\_\_\_  
 Photography \_\_\_\_\_  
 Printing \_\_\_\_\_  
 Signs, flags & banners \_\_\_\_\_  
 Other: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

LEGAL & PROFESSIONAL SERVICES

Appraisal fees \_\_\_\_\_  
 Attorney fees \_\_\_\_\_  
 Bookkeeping \_\_\_\_\_  
 Finder & referral fees \_\_\_\_\_  
 Tax preparation fees \_\_\_\_\_  
 Other: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

MEALS & ENTERTAINMENT

Business meals \_\_\_\_\_  
 Entertainment \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Overnight Business Meals  
 & Entertainment \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

TELEPHONE

Answering service \_\_\_\_\_  
 Beeper/pager \_\_\_\_\_  
 Cellular \_\_\_\_\_  
 Faxes \_\_\_\_\_  
 Monthly base rate 2nd Line \_\_\_\_\_  
 Toll Calls \_\_\_\_\_  
 2nd line \_\_\_\_\_  
 Phone Cards \_\_\_\_\_  
 Other: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

PROMOTION

Advertising \_\_\_\_\_  
 Flowers & Housewarming Gifts\* \_\_\_\_\_  
 Holiday greeting cards \_\_\_\_\_  
 Other: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

\* Gifts are limited to a \$25 per individual per year.

If you have any questions, please call:

**GrimesTax**  
**Enrolled Agent**  
**2570 Gladiator Drive**  
**Fenton, MO 63026**  
**(636) 225-1114 Fax: (636) 225-1700**

DUES AND SUBSCRIPTIONS

Association dues \$ \_\_\_\_\_  
 Chamber of commerce \_\_\_\_\_  
 License \_\_\_\_\_  
 Multiple listing service \_\_\_\_\_  
 Realty board dues \_\_\_\_\_  
 Trade publications \_\_\_\_\_  
 Other: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

CONTINUING PROF. EDUCATION

Correspondence course fees \_\_\_\_\_  
 Registration \_\_\_\_\_  
 Seminars & tuition fees \_\_\_\_\_  
 Textbooks & technical books \_\_\_\_\_  
 Other: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

INSURANCE

Errors & omissions \_\_\_\_\_  
 Liability \_\_\_\_\_  
 Other: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

UNCLASSIFIED

Office expenses \_\_\_\_\_  
 Open house expenses \_\_\_\_\_  
 Postage & shipping \_\_\_\_\_  
 Repairs and listed property \_\_\_\_\_  
 Bank Charges \_\_\_\_\_  
 Commissions paid out \_\_\_\_\_  
 Rent \_\_\_\_\_  
 Utilities \_\_\_\_\_  
 Other: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

EQUIPMENT PURCHASES

	Business %	DATE	AMOUNT
Answer machine	_____	_____	_____
Camera	_____	_____	_____
Cellular phone	_____	_____	_____
Computer	_____	_____	_____
Copier	_____	_____	_____
Fax Machine	_____	_____	_____
Printer	_____	_____	_____
Other: _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL:	_____	_____	_____