

2016 Tax Deduction Checklist for USA Real Estate Agents

(for 2016 Tax Year)

Advertising & Promotion

- Ad Agency
- Billboards
- Brochures & Flyers
- Business Cards
- Business Directory
- Client Gifts (\$25 max)
- CRM System
- Direct Mail
- Email Marketing
- Feature Sheet Printing
- Graphic Designer
- Mailers
- Marketing Services
- Networking Events
- Newspaper Ads
- Photocopying
- Print Ads
- Printing Services
- Radio/ TV Ads
- Signage
- Sponsorship
- Web Ads & Promotion
- Web Design
- Web Hosting
- Yellow Pages

Auto Expenses

OPTION 1: Standard Claim

- Business Mileage x 54 ¢ / mile
- Interest on Auto Loan
- Parking & Tolls

OPTION 2: Actual Expenses

- Depreciation & Auto Loan Interest or Lease Expense
- Gas & Oil
- Insurance
- License & Registration
- Maintenance & Repairs
- Parking & Tolls

Business Travel

- Airfare / Train
- Taxi / Bus/ Shuttle
- Car Rental
- Parking /Tolls
- Baggage & Shipping
- Business Calls / Faxes
- Laundry / Dry Cleaning
- Lodging
- Business Entertainment (50%)
- Standard Meal Allowance OR actual Meals & Tips (50%)

Home Office

OPTION 1: Simplified Claim

- * Bus. Area x (\$5 per sq ft)

OPTION 2: Actual Expenses

* based on portion of space used

- Home Insurance
- Mortgage Interest/Rent
- Property Taxes
- Repairs/Maintenance
- Security System
- Utilities & Garbage

Work Office

- Office Rent
- Desk Fee

Home or Work Office

- Cleaning
- Client Refreshments (50%)
- Computer & Software
- Furniture & Furnishings
- Online Storage
- Printer / Scanner
- Stationary & Supplies
- Tablets & App's
- Telephone & Postage
- Toner / Ink

Professional Fees

- Assistant & Clerical Support
- Association Dues/Fees
- Bank Fees
- Bookkeeping Fees
- Business Licenses
- Coaching / Education/ Training
- E&O Insurance
- Franchise/Affiliation Fees
- Legal Fees
- MLS Fees
- Tax Prep Fees

Interest Expense

- Auto Loans
- Business Loans
- Credit Card Interest (business portion)

Communications Expense

- Answering Service
- Cell Phone
- Email Service
- Fax Service
- Internet Service
- Toll Free Service

Selling Expenses

- Appraisal or Inspection
- Concessions
- Courier Services/Delivery Fees
- Documentation & Forms
- Finder Fees/Referral Fees
- Home Repairs to listed property
- Home Warranty
- Notary Fees
- Open House Expenses
- Photo Editing
- Staging Fees
- Water Testing

Disclaimer: This information is for general informational purposes only & should not be considered tax advice. Certain rules apply in order to use some of these deductions and may change without notice.

We strongly recommend the services of a professional tax planner to confirm your tax deductions.



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