

REAL ESTATE AGENTS WORK SHEET

Tax Year _____

Advertising - Magazines		Maps	
Advertising - Other		Multiple Listing Dues	
Advertising - Paper		Multiple Listing Fees	
Advertising - Signs		Notary Fees	
Advertising - Video Accessories		Office Supplies - Notebooks	
Advertising - Video Tapes		Office Supplies - Other	
Appraisal Fees		Office Supplies - Pens, Pencils	
Auto Equipment Holders		Outside Services	
Bank Charges (Business Account)		Paging Service	
Board Dues		Photography and Photography Supplies	
Board Fees		Pocket Tools	
Bookkeeping		Postage	
Briefcase		Printing	
Bus Tours		Professional Services	
Business Credit Card Annual fee		Publications - Biik and Manuals	
Business Mileage @ ___cents per mile		Publications - Trade Books	
Casual Labor		Referral Fees	
Clipboards		Repairs on Listed Property	
Commissions - Paid		State Industrial Insurance System - Workman's Compo	
Delivery - Fees		Stationery Supplies	
Dues - Professional Societies		Telephone - Answering Service	
Educational Miles @ ___cents per mile		Telephone - Cellular Phone Charges	
Education - Books		Telephone - Cellular Phone Purchase	
Education - Continuing Education Courses		Telephone - Long Distance Charges	
Education - Conventions		Telephone - Pay Phone Calls	
Education - Professional Development		Tools	
Education - Seminars		Transportation Expenses	
Emblems for Uniforms		Travel Away From Home Overnight	
Entertainment - Meals		Travel @-cents per mile	
Equipment Rental		T-shirt with Emblems	
Equipment Repair		Uniforms - Dry Cleaning	
Finders Fees		Uniforms - Laundry	
Flashlight (Night Showings)		Uniforms - Shirts	
Flowers (\$25 Maximum Per Person)		Uniforms - Repair	
Freight - fees		Uniforms - Pins	
Gifts (\$25 Maximum Per Person)		Uniforms - Purchases	
Housewarming Presents (\$25 Maximum Per Person)		Uniforms - Shoes	
Identification Case		Uniforms - Ties	
Legal Fees		Utilities	
License		Equipment Depreciation (From Prior Years)	
Lock Boxes		Equipment Purchased This Year	

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