

LYNN CPA GROUP, PA
 Certified Public Accountants and Business Consultants

**TAX PREPARATION WORKSHEET FOR NON-RESIDENTS OWNING RENTAL PROPERTY
 FOR TAX YEAR: January 1, 2009 thru December 31, 2009**

CLIENT INFORMATION (Current clients, if all is the same as 2008, just write Same)
 If your property has more than two owners, please print this page twice and complete for all owners.

	OWNER 1	OWNER 2 (if same as Owner #1, write same)
Legal Name (Please include Middle Initial)		
What is your ownership percentage?		
Taxpayer ID #		
Date of Birth		
Home Phone		
Cell Phone		
Fax Phone		
Villa Phone		
Villa Website		
E-mail Address		
Management Company/Contact/Phone/Email		
Your Current Address Address City & Postal Code Country		
Your Permanent Address Address City & Postal Code Country	(Write same if same as above)	(Write same if same as above)
Marital Status	___ Single ___ Married	___ Single ___ Married
US Property Address County Address City State Zip		

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TRAVEL DATA/VILLA USAGE DATA – PLEASE MAKE SURE YOU ENTER INFO FOR HIGHLIGHTED AREAS!

	OWNER 1	OWNER 2
Legal Name		
What country issued your passport?		
Have you ever been a U.S. Citizen?	___ No ___ Yes	___ No ___ Yes
Why did you enter the U.S. ?	___ Business ___ Pleasure	___ Business ___ Pleasure
What type of VISA were you issued? If you checked other, please detail on back of form.	___ Travel ___ Other	___ Travel ___ Other
Did you ever give up your permanent address this tax year?	___ Yes ___ No	___ Yes ___ No
2009 Travel Dates – We need the exact dates you entered and left the US during the 2009 tax year.		
Number of Days in US All Clients : This tax year (2009) New Clients: Last year (2008) New Clients: Year before last (2007)		
New Clients: Have you ever filed a US Tax return before? If Yes, list years	Yes No	Yes No
If Yes, did you ever exclude gross income from a US trade or business?	Yes No	Yes No
Have you taken steps to apply for lawful permanent residence status in US?	Yes No	Yes No
Number of Days Villa Rented in 2009 - list each property separately		
Number of Days Personal Use* *do not include days used for maintenance and repair * do include free use by family and friends (Personal Use time reduces your allowable expenses)		
Number of days you owned property in 2009 - list each property separately		

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Note: If ALL of your income and expenses are managed by your management company, you can simply summarize it in this format and e-mail, fax, or mail to our office. Otherwise, please total both management company and personal expenses on this form.

Please note: We do not need to see your receipts, just provide totals. However, you should keep your receipts with your other supporting documentation.

INCOME/EXPENSE SUMMARY: ALL FIGURES SHOULD BE IN U.S. DOLLARS \$\$\$\$\$
If you own more than one property complete this page for each property.

INCOME * (\$\$ inflows)	TOTAL ALL OWNERS*
Rental Income reported on 1042** from Property Mgr	
Rental Income not reported by Property Mgr	
Total Rental Income	
Interest Income from US bank account	
Insurance Proceeds from Hurricane damage	
EXPENSES* (\$\$ outflows)	
Advertising, include web site costs if any	
Business Travel, related to villa, Not Vacation	
Cleaning and Maintenance	
Commissions	
Home Insurance (may appear on year-end mrtg statement)	
Other Insurance (if any)	
Legal and other professional fees	
Management Fees	
Mortgage Interest (Not principal)	
Other Interest Expense	
Repairs	
Supplies (include all miscellaneous purchases under \$100)	
Property taxes (may appear on year-end mrtg stmt)	
Other taxes	
All Utilities: Total should include electricity, gas, water, cable, phone, pool, lawn, pest control, and security	
Home Owner Association (HOA) fees	
Licenses	
Other expenses:	
Expense 1– Hurricane Damages (if not included w/repairs above)	
Expense 2	
Expense 3	

*This worksheet assumes that income and expenses will be allocated according to percentage ownership. If this assumption is incorrect, please complete this page for each owner.

** 1042 - Your Property Manager will report your income to the IRS via form 1042-S – They are also required to provide you with a copy of form 1042 by March 17th.

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ASSET PURCHASE/DISPOSAL WORKSHEET

This worksheet details expenditures for and disposal of home assets of over \$100 during 2009. These details are added or deducted from the asset value of the tangible property of your rental home. Please note, all purchases under \$100 belong on the Income/Expense page under Supplies. *Please do not include any expenses from the Income/Expense page in this space.*

Asset Purchases/Disposal should include items like:

- | | | | | |
|-------------|---------------|-----------------|-------------|-------------------|
| Televisions | Game machines | Furniture | New roof | Irrigation System |
| DVD | Computers | Appliances | Landscaping | Etc. |
| Stereos | Pool table | New carpet/tile | Fence | |

ITEM DESCRIPTION: NEW PURCHASES	PURCHASE DATE Month, Date, Year	PRICE

ITEM DESCRIPTION: DISPOSALS	DISPOSAL DATE Month, Date, Year	IF SOLD – List the Amount it Sold for