Common Expenses for Realtors

Don’t leave tax deductions on the table. Track your expenses! Below are common expenses. You may not incur all of these expenses, but if you do, keep your receipts and write them down each month. At the end of the year, you'll be prepared to file your tax returns, with better results!¹

Professional Fees:

License Fees: ___________________
MLS Dues: ___________________
E&O Insurance: ___________________
CAR Dues: ___________________
NAR Dues: ___________________
Tax/CPA: ___________________
Legal: ___________________

Advertising:

Signs: ___________________
Cards: ___________________
Newspaper Ads: ___________________
Website: ___________________
Post Cards: ___________________
Promotional Material: ___________________
Other Marketing: ___________________

Education:

Continuing Education ___________________
Seminars: ___________________
CAR/NAR Conferences ___________________

Auto Expenses: (you can deduct per mile driven for business or you can do the actual cost of insurance, gas, repairs & maintenance, and other vehicle expenses)

Business Mileage: ___________________
Insurance: ___________________
Gas: ___________________
Repairs: ___________________
Other: ___________________

¹***NOTE: Discuss with your CPA - these deductions/expenses are subject to change under the new tax plan.
Office Equipment/Expenses:

- Desk Fees: ___________________
- Computer/Laptop: ___________________
- Tablet: ___________________
- Phone: ___________________
- Cell Phone: ___________________
- Internet: ___________________
- Camera: ___________________
- Office Supplies: ___________________
- Real Estate Apps: ___________________
- Postage/Delivery: ___________________
- Other: ___________________

Wages Paid:

- Office Assistant: ___________________
- Referral Fees: ___________________

Business Meals and Entertainment: Be careful, it MUST be for business purposes. Don't claim something that was not related to entertaining a client and don't claim something you cannot prove. These deductions are only 50% deductible on your tax return. But, if you have these expenses, claim them!

- Meals w/Clients: ___________________
- Business Events: ___________________
- Other: ___________________

Charitable Contributions:

- Charities: ___________________
- Cash Donation: ___________________
- Charitable Events: ___________________
- Other: ___________________

Tips:

**Paying Taxes** - Discuss this with your CPA, as your amounts may vary. Typically, you should set aside 15%-25% of each transaction in a separate bank account to pay your quarterly taxes. Realtors and Brokers are notorious for getting into tax trouble. Set the funds aside and mail in your quarterly payments.

**Retirement** - Open a retirement plan to shelter your business profit! The most common self-employed retirement plan is the SEP - Simplified Employee Pension plan. You can save a good percentage of your income for retirement and lower your tax liability at the same time. You can also look at opening a Traditional IRA. Make the deposits each time you receive a commission check.

**Mileage Tracking** - Get an app to track your business mileage. Set up a workflow on your phone that starts the mileage app as soon as your appointment reminder starts. Track your appointments and you will develop the habit of tracking your mileage.

Use this chart on a monthly basis to track your expenses. Add to it! Make it work for you! But, get into the habit of addressing your finances every time you close a transaction.