



# Realtor Tax Tips

## Tax Deductions

# 2016

- Advertising
- Assistant and employee salaries and wages
- Auto expenses: 54 cents per mile
- Bank charges on business accounts
- Business supplies including signs and lock boxes
- Cell phone and second business lines including fax & computer
- Dues to all organizations
- Entertainment expenses and promotional gifts
- Home office deduction (consider this deduction carefully)
- Insurance: E&O, Liability, Business Umbrella policy
- Interest charges on business credit cards
- Interest on business loans including Auto
- Lease or rent fees on equipment including printer, copiers
- Legal or Professional fees
- Office Equipment: cell phone, computers, filing cabinets, etc.
- Office Supplies
- Out of town travel: meals, hotel cab, car rental, etc.
- Referrals paid out, finders fees
- Rent fees including desk fees
- Repairs to equipment
- Subscriptions to business journals or magazines

### Other Helpful Links

Tax Topics - Itemized Deductions - [www.irs.gov/taxtopics/tc500.html](http://www.irs.gov/taxtopics/tc500.html)  
Internal Revenue Service - [www.irs.gov](http://www.irs.gov)

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# Tax Deduction Cheat Sheet

## Advertising

- Billboards
- Brochures/Flyers
- Business Cards
- Copy Editor Fees
- Direct Mail
- Email Marketing and Newsletters
- Graphic Designer Fees
- Internet Ads (Google, Facebook, etc.)
- Leads/Mailing Lists
- Marketing Services
- Networking Event Costs
- Post Cards
- Print Ads (Newspapers and Magazines)
- Promotional Materials
- Radio Ads
- Signage/Banners
- Television Ads
- Web Design
- Web Hosting and Domain Fees

## Agent Improvement

- Books (Sales Books, RE Books, etc.)
- Continuing Education
- Magazine Subscriptions
- Newsletter Subscriptions
- Sales Training/Coaching
- Seminars
- Textbooks/Reference Books
- Trade Publications

## Auto

Either Business Mileage (54 cents per mile)

### Or...Auto Expenses

- Car Washes
- Depreciation/Lease Payments
- Gas
- Insurance
- Interest
- License/Registration
- Maintenance
- Repairs
- Tires

### Both Methods can Deduct

- Car Washes
- Tires

## Business Travel

- Airfare
- Car Rental
- Dry Cleaning/Laundry
- Lodging
- Meals
- Parking/Tolls
- Taxi, Train, Subway, Bus
- Tips

## Business Meals, Business Entertainment, Communication

- Answering Services
- Cell Phone Service
- Fax Expenses/E-fax
- Interactive Voice Response (IVR)
- Internet Service
- Office Telephone/VOIP
- Pagers (those still exist?)
- Toll Free Number

## Equipment

- Briefcase
- Calculator
- Camera/Lenses
- Cellphone/Smart phone
- Cleaning Equipment (Vacuum Cleaner)
- Computer
- Equipment Repair
- Flashlight
- GPS
- Hard Drives/Thumb Drives
- iPad/Tablet PC/Android
- Laptop
- Lock Boxes/Locksmiths/Keys
- Maps
- Printer
- Scanner
- Staging Items – Furniture
- Tape Measure
- Video Camera

## Employee Wages

- Clerical Support
- Payroll/Unemployment Taxes
- Sales Assistant
- Virtual Assistant

## Health Insurance/Home Office

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

## Office Expenses

- Desk Fees
- Client Refreshments (Coffee, Water, etc.)
- Copier Fees
- Janitorial Services
- Office Furniture
  - o Bookshelves
  - o Chairs
  - o Desks
  - o Filing Cabinets

- Office Supplies
  - o Envelopes
  - o Folders
  - o Paper
  - o Pens
  - o Postage
  - o Stationary
  - o Toner/Ink
- Office Rent
- Online Storage of Business Files
- Software

## Professional Fees

- Association Dues/Fees
  - o NAR
  - o NAIREB
  - o NAREB
  - o NAEBA
  - o CREA
  - o Chamber of Commerce
- Bank Fees
- Bookkeeping Fees
- Business Licenses
- E & O Insurance
- Franchise/Affiliation Fees
- Interest on Business Purchases
- Legal Fees
- MLS Fees
- Tax Prep Fees

## Retirement

- Defined Benefit Plan
- Self Employment Pension (SEP)
- Simple IRA
- Solo 401k

## Selling Expenses

- Appraisal Fees
- Client Gifts (<\$25 per client)
- Closing Attorney Fees
- Concessions
- Courier Services/Delivery Fees
- Finder Fees/Referral Fees
- Home Repairs to sell listed property
- Home Warranty
- Inspection Fees
- Notary Fees
- Open House Expenses
- Photo Editing
- Staging Fees

## Start Up Expenses

- Including organizational costs

Information gathered from Fred Podris of Podris Tax Service / [lightersideofrealestate.com](http://lightersideofrealestate.com)

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