Real Estate Brokers and Professionals

Auto Travel (In miles)	Supplies & Expenses	
Client Meetings	Advertising, Signs, Flags & Banners	
Continuing Education	On-Line Service Costs	
Escrow & Loan Office Trips	Attorney & Appraisal Fees	
Out of Town Business Trips	Bank Charges	
Showing Property	Briefcase	
Parking Fees (\$)	Business Meals (enter 100%)	
Tolls (\$)	Equipment Repair	
Other:	FAX Supplies	
Travel - Out of Town	Film & Processing	
Airfare	Finders Fees	
Car Rental	Gifts, Flowers, & Greeting Cards	
Parking	Insurance - E. & O. and Liability	
Bus, Subway, Train, & Taxi	Legal & Professional Services	
Lodging (do not combine with meals)	Lock Boxes, Keys & Locksmith	
Meals (do not combine with lodging)	Map Book & Map Software	
Porter, Bell Captain	Multiple Listing Service	
Laundry	Office Expenses	
Bridge & Highway Tolls	Open House Expenses	
Telephone Calls (including home)	Photocopy Expenses	
Other:	Postage & Shipping	
Professional Fees & Dues	Referral Fees	
Association Dues	Rent	
Chamber of Commerce	Repairs to Sell Listed Property	
License Fees	Stationery	
Realty Board	Other:	
Other:	Equipment Purchases	
Telephone Expenses	Answering Machine	
FAX Transmissions	Calculator	
Cellular & Paging Service	Camera	
Pay Phone & Toll Calls	Computer Equipment	
On-Line Charges	Copy Machine	
Other:	FAX Machine	
Continuing Education	Printer	
Correspondence Course Fees	Recorder & Pager	
Materials, Supplies & Textbooks	Telephone	
Seminars & Motivational Tapes	Modems and computer peripherals	
Other:	Other:	

	<u> </u>		
<u>=</u>	<u>-</u>	ng records of income and expens	_
estimated. All source docum	nents are available	upon request and must be kept	for seven years.
If needed you will be able to	provide proof of a	ll figures listed above. By signing	g below you
If needed you will be able to acknowledge this is true and	-		g below you