

Tax Audit Preparation Checklist for Real Estate Investors

Date: _____

To: _____

From: _____

Introduction

Dear [Client's Name],

In preparation for the upcoming tax audit, please review the following checklist to ensure that all necessary documents and information are readily available.

Checklist Items

- **Property Information:** Address, purchase date, and sale date for all properties.
- **Income Documentation:** Rental income statements, lease agreements, and any 1099 forms received.
- **Expense Records:** Receipts and documentation for all expenses related to property management and maintenance.
- **Deductions & Depreciation:** Schedule of deductions claimed, including depreciation schedules for each property.
- **Financial Statements:** Year-end financial statements for the past three years.
- **Correspondence:** Any communication with the IRS or tax authority regarding past audits or assessments.
- **Insurance & Legal Documents:** Property insurance policies and legal documentation related to property ownership.

Next Steps

Please gather all the necessary documentation and reach out to our office if you have any questions or need assistance. It is important to have everything organized before the audit date.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]