



Real Estate Brokers and Professionals

<i>Auto Travel (In miles)</i>		<i>Supplies & Expenses</i>
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
<i>Travel - Out of Town</i>		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)		GPS
Tolls and iPass		Multiple Listing Service
Laundry		Office Expenses
Bridge & Highway Tolls		Open House Expenses
Telephone		Photocopy Expenses
Other:_____		Postage & Shipping
<i>Professional Fees & Dues</i>		Referral Fees
Association Dues		Rent
Chamber of Commerce		Repairs to Sell Listed Property
License Fees		Stationery
Realty Board		Other:_____
Other:_____		<i>Equipment Purchases</i>
<i>Telephone Expenses</i>		Answering Machine
FAX Transmissions		Calculator
Cellular & Paging Service		Camera
Pay Phone & Toll Calls		Computer Equipment
Internet		Copy Machine
Other:_____		FAX Machine
<i>Continuing Education</i>		Printer
Correspondence Course Fees		Recorder & Pager
Materials, Supplies & Textbooks		Telephone
Seminars & Motivational Tapes		Modems and computer peripherals
Other:_____		Other:_____

