CLIENT DETAIL, DOCUMENTS, AND EXPENSES CHECK LIST

DID YOU SELL YOUR PRINCIPLE RESIDENCE (YOUR MAIN HOME)?

			✓
SETTLEMENT STATEMENT	PURCHASE OF THE NEW HOUSE		
SETTLEMENT STATEMENT	SALE OF THE OLD HOUSE		
SETTLEMENT STATEMENT	PURCHASE OF THE OLD HOUSE		
HAND WRITTEN LIST	IMPROVEMENTS ON THE OLD HOUSE	TOTAL AMOUNT--> $	

DO YOU HAVE A HOME CHILD CARE BUSINESS?

		✓
BLUE DATA PACK	NELSON & RILEY HOME CHILD DAYCARE DATA PACK	
SETTLEMENT STATEMENT	PURCHASE OF THE HOUSE USED FOR DAYCARE	

DID YOU RECEIVE ANY 1099-MISC INCOME OR ARE YOU SELF EMPLOYED?

1099-MISC	NON EMPLOYEE COMPENSATION	
GOLD DATA PACK	NELSON & RILEY SELF EMPLOYED DATA PACK	
SETTLEMENT STATEMENT	PURCHASE OF THE HOUSE WITH THE OFFICE	

DO YOU HAVE AN OFFICE IN YOUR HOUSE?

SETTLEMENT STATEMENT	PURCHASE OF THE HOUSE WITH THE OFFICE	
GOLD DATA PACK	NELSON & RILEY SELF EMPLOYED DATA PACK	

DO YOU HAVE RENTAL PROPERTIES?

		HOW MANY?	
SETTLEMENT STATEMENT	PURCHASE OF EACH PROPERTY		
YELLOW SPREADSHEET	REVENUES and EXPENSES FOR EACH PROPERTY		
1098 AND/OR RECEIPT(S)	MORTGAGE INTEREST STATEMENT FROM LENDER FOR EACH		
	INSURANCE		
	PROPERTY TAX		

DO YOU HAVE UNREIMBURSED EMPLOYEE BUSINESS EXPENSES?

GOLD DATA PACK	NELSON & RILEY SELF EMPLOYED DATA PACK	

DID YOU SELL ANY HOUSE OR PIECE OF LAND?

SETTLEMENT STATEMENT	SALE OF THE HOUSE		
SETTLEMENT STATEMENT	PURCHASE OF THE HOUSE		
HAND WRITTEN LIST	IMPROVEMENTS ON THE OLD HOUSE	TOTAL AMOUNT--> $	
PREVIOUS TAX RETURNS	A COPY OF EVERY TAX RETURN THAT INCLUDED THE HOUSE SOLD		

NOTES