## **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:                              |  |