



**REALTOR TAX PRO**

TAX & BOOKKEEPING FOR REALTORS

# The Realtor Tax Checklist

The deductions you are probably missing —  
and the simple system to stay organized all year.

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**70+ DEDUCTIONS · YEAR-ROUND SYSTEM · QUARTERLY REMINDERS**

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## WELCOME

## Keep More of Your Commission

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As a real estate agent, you run a business — one with commission income, no tax withholding, and a long list of legitimate write-offs that most agents never fully claim. This checklist is the exact starting point I use with new clients. Work through it, check off what applies to you, and you will almost certainly find money you have been leaving on the table.

**Three quick steps:**

- Print this checklist (or open it on your tablet) and keep it handy.
- Check every box that applies to your business this year.
- Bring your checked list to your CPA — or to a free Realtor Tax Strategy Call.

## PART 1

## Deductions Realtors Commonly Miss

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*If you spent money to earn or support your real estate income, it may be deductible. Check everything you paid for this year.*

**Vehicle & Mileage**

- Business mileage (showings, closings, open houses, client meetings)
- A mileage log or tracking app (MileIQ, Everlance, etc.)
- Parking fees and tolls for business trips
- Car washes, registration, and a portion of auto insurance
- Lease payments or depreciation (actual-expense method)

**Home Office**

- A dedicated home-office space used regularly and exclusively
- A portion of rent or mortgage interest and property tax
- A portion of utilities, internet, and home insurance
- Office furniture, desk, and chair

**Marketing & Advertising**

- Listing photography, video, and drone footage
- Yard signs, riders, and lockboxes
- Online ads (Facebook, Google, Zillow, social boosts)
- Business cards, flyers, brochures, and mailers
- Your website, domain, hosting, and landing pages
- Branded swag and promotional items

**Professional Fees & Dues**

- MLS fees and lockbox/Supra dues
- Local, state, and national association dues (NAR, etc.)
- Brokerage desk fees, franchise fees, and splits you pay
- Real estate license renewal and E&O insurance

**Education & Training**

- Continuing-education courses and required CE credits
- Coaching, masterminds, and conferences
- Books, courses, and industry subscriptions

**Technology & Software**

- CRM (Follow Up Boss, kvCORE, etc.)
- Transaction management and e-signature tools (Dotloop, DocuSign)
- Design tools (Canva), scheduling, and email marketing software
- Cloud storage, Zoom, and productivity apps

**Meals, Gifts & Clients**

- Business meals with clients and referral partners (keep notes)
- Closing gifts for clients
- Client events, pop-bys, and appreciation parties

**Travel**

- Airfare, hotels, and rental cars for business travel
- Conference and convention travel costs
- Out-of-town showings and relocation tours

**Office, Phone & Supplies**

- Cell phone and the business-use portion of your bill
- Office supplies, printing, postage, and shipping
- Computer, tablet, printer, and camera equipment

**Services & Support**

- Bookkeeping, accounting, and tax-prep fees
- Virtual assistants, ISAs, showing assistants, and 1099 contractors
- Legal and professional consulting fees
- Bank fees and merchant/processing fees

### Insurance & Retirement (Self-Employed)

- Self-employed health insurance premiums
- SEP-IRA, Solo 401(k), or other retirement contributions
- A portion of self-employment tax (deductible)

#### PART 2

## Your Year-Round Organization System

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*Tax savings are won month-by-month, not in a panic every April. Build these simple habits and you will always be ready.*

### Do this every month

- Separate business and personal — use a dedicated business checking account and card
- Log every deduction as it happens (or hand it to your bookkeeper)
- Snap and save receipts digitally the day you get them
- Categorize income and expenses (or have them categorized for you)
- Set aside 25–30% of each commission check for taxes
- Review a simple monthly profit & loss so you know your numbers

### Do this every quarter

- Reconcile your accounts and clean up any miscategorized items
- Pay your quarterly estimated taxes (see Part 3)
- Review year-to-date income and adjust your tax savings rate

#### PART 3

## Quarterly Estimated Tax Reminders

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Because no one withholds taxes from your commissions, the IRS expects estimated payments four times a year. Typical due dates:

- Q1 income (Jan–Mar) — estimated payment due mid-April
- Q2 income (Apr–May) — estimated payment due mid-June
- Q3 income (Jun–Aug) — estimated payment due mid-September
- Q4 income (Sep–Dec) — estimated payment due mid-January (next year)

*Exact dates shift slightly each year and can fall on the next business day. Confirm current-year deadlines with your CPA or at [irs.gov](https://www.irs.gov).*

#### PART 4

## Records to Keep

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- Commission statements / closing disclosures for every transaction
- Bank and credit-card statements for business accounts
- Receipts and invoices for all deductible expenses
- Your mileage log
- 1099s issued to you and any 1099s you issue to contractors
- Prior-year tax returns (keep at least 3 years)

#### PART 5

## 5 Costly Mistakes to Avoid

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- 1. Not tracking mileage.** It is one of the largest deductions agents have — and the easiest to lose without a log.
- 2. Mixing personal and business spending.** Tangled accounts mean missed write-offs and messy, audit-risky books.
- 3. Forgetting marketing costs.** Photos, signage, ads, and closing gifts add up fast and are fully deductible.
- 4. Skipping quarterly taxes.** It leads to a painful April bill plus penalties and interest.
- 5. Only thinking about taxes once a year.** By then it is too late to plan. Organized, year-round books are where the real savings live.

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#### YOUR NEXT STEP

## Want to Know Exactly What You Missed?

This checklist shows you what to look for. The next two steps show you what *you* specifically can save:

- 1. The \$27 Realtor Tax Mistake Audit** — a guided, do-it-yourself review of your deductions, mileage, home office, and write-offs, with a clear action plan.
- 2. A Free Realtor Tax Strategy Call** — we review your books together, find tax-saving opportunities, and see whether done-for-you monthly bookkeeping is right for you. No pressure.

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Book your free call at [RealtorTaxPro.net](https://RealtorTaxPro.net) · Questions? [wrabanks@realtortaxpro.net](mailto:wrabanks@realtortaxpro.net)

*Realtor Tax Pro provides bookkeeping and tax-organization services for real estate professionals. This checklist is general information, not individualized tax, legal, or financial advice. Confirm specifics with your tax professional.*