For Real Estate Owners & Investors

RENTAL & INVESTOR KICKOFF Guide

1. RENT ROLL & LEASE RESET

Start the year with organized income.

- [ ] Record January rent received for each property.
- [ ] Update your rent roll if rates increased for the new year.
- [ ] Review lease expiration dates for all units.
- [ ] Confirm security deposits are held in separate accounts if required.
- [ ] Send W-9s to any property managers or contractors immediately.

2. EXPENSE & INSURANCE AUDIT

Costs are rising. Catch them early.

- [ ] Log the new premiums for property insurance renewals.
- [ ] Record property tax payments made in January.
- [ ] Review utility bills for rate hikes.
- [ ] Verify HOA fees for 2026.
- [ ] Create a budget for anticipated repairs (roof, HVAC) this year.

3. REFRESH YOUR DEPRECIATION

The biggest tax shield needs maintenance.

- [ ] Review your 2025 depreciation schedule (from your last return).
- [ ] Add any improvements placed in service in late 2025.
- [ ] Separate repairs (deduct now) from improvements (depreciate).
- [ ] Confirm if you qualify for bonus depreciation on new assets.
- [ ] Check if you have "ghost assets" (stuff you threw away) to remove.

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4. MILEAGE & TRAVEL LOGS

Don't reconstruct this in December.

- [ ] Record your odometer reading on Jan. 1 for your business vehicle.
- [ ] Reset your mileage tracking app.
- [ ] List your rental properties as "saved locations" in the app.
- [ ] Designate a specific credit card for travel expenses.
- [ ] Save receipts for any January property visits.

5. INVESTMENT BASIS UPDATE

Track the money you've poured in.

- [ ] Record any capital contributions made in January.
- [ ] Log the cost of any new appliances or furniture bought this month.
- [ ] Save closing statements for any properties bought/sold in late 2025.
- [ ] Check for 1099-S forms arriving for properties sold last year.
- [ ] Update your "basis tracker" spreadsheet.

6. GAIN/LOSS PLANNING NOTES

Look ahead to avoid tax surprises.

- [ ] Review unrealized gains/losses in your brokerage accounts.
- [ ] Check if you have carryover losses from 2025.
- [ ] Identify properties you might want to 1031 Exchange this year.
- [ ] Set a reminder to review "harvesting" opportunities quarterly.
- [ ] Save all January brokerage statements.

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