



# Tax Organizer for Real Estate

1065 Returns Only

Use this Organizer for LPs or LLCs (Taxed as Partnerships) Holding Only Real Estate

Partnership & LLC  
Tax Organizer

**2013**

## IMPORTANT

We will be unable to complete your tax return until we have received all necessary pages of the organizer including the client statement, payment information, ownership & partnership information pages.



Tax Preparation | Bookkeeping  
3225 McLeod Drive, Suite 100

Las Vegas, Nevada, 89121

Toll Free: 888-829-8447

Local: 702-487-3780

Fax: 702-664-0547

E-Mail: [taxdept@DGAnderson.com](mailto:taxdept@DGAnderson.com)

## INSTRUCTIONS

- Please attach a copy of your previous year tax return if not prepared by either Anderson Business Advisors or De Joya Griffith CPAs.
- Complete the sections pertaining to your tax reporting requirements.
- Please check the organizer to make sure you are furnishing all the information needed to complete your return correctly and accurately.
- Use the last page of the organizer to write down questions you may have & we will address them during the preparation of the tax return.
- Please print out a Balance Sheet, General Ledger and a Profit & Loss Statement from your accounting program using cash basis.
- Provide all HUD-1 and Closing Statement from Real Estate Activities

## CLIENT STATEMENT

Tax returns are prepared in the order received. Completed Tax Organizers are due in our offices 30 days prior to the return deadline in order for DG Anderson to guarantee the timeliness of the return. In the event a Tax Organizer is received within the 30 day period prior to the tax deadline, Client will pay an expedite fee of \$150.00 to ensure timely completion and if received in the final 2 weeks before the deadline, Client will pay \$250.00 to ensure timely completion. If unable to complete by deadline, DG Anderson will request an extension on Client's behalf if that option is available.

The scope of work in connection with the preparation of your ("the Client") federal and state income tax returns is intended to be in compliance with the requirements issued by the various taxing authorities. Because tax laws are not always clear, honest differences of opinions may arise between our interpretation of laws and that of the various taxing authorities. We will assist you in resolving these differences in your favor whenever possible.

Client and/or your duly appointed representative agree not to hold DG Anderson liable for interpretations made with regard to any of the information supplied by Client and used in the preparation of the tax returns. Unless compelled to do so by law, DG Anderson does not disclose any irregularities or provide statements with regard to the validity of the information supplied by Client to any taxing authority.

All tax returns are subject to review and acceptance by the various taxing authorities. In the event of an examination or other taxing authority contact, DG Anderson can respond or represent your position to the taxing authority; however, there is a fee for this service. You may appeal any adjustments proposed by a taxing authority.

Please review any completed tax returns carefully. As preparers, we have a responsibility both to the various taxing authorities with whom we file tax returns as well as to our clients. Any client will remain liable for the contents of tax returns prepared by DG Anderson with data provided by said client.

**All tax return preparation fees must be paid before the tax return can be electronically processed.** Once payment is received and the proper forms are signed to electronically file the tax return, i.e. Form 8879, we will file the tax return.

I/We acknowledge this statement by signature/signatures and dates below.

Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Name on Credit Card (Required): \_\_\_\_\_

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\*Card Number (Required)

		-		
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Expiration Date

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Code

By signing, you are authorizing DG Anderson to send you an invoice electronically (via email) and to charge the credit card provided above five (5) days after the invoice has been submitted to you.

Check here if you would like a quote for the preparation fees based on the information provided in this Organizer before work is commenced.

**THIS PAGE MUST BE SIGNED AND RETURNED**  
**FAX: 702-664-0547 or EMAIL: [taxdept@DGanderson.com](mailto:taxdept@DGanderson.com)**

## FAX COVER PAGE

**Attention: DG Anderson**

TO: DG Anderson - 702-664-0547

Attention: \_\_\_\_\_

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

Total Number of Pages (Including Cover): \_\_\_\_\_

**THIS FAX INCLUDES THE FOLLOWING (CHECK ALL THAT APPLY):**

- Client Statement
- Organizer for (Name: \_\_\_\_\_ )
- Supporting Documentation
- Other \_\_\_\_\_

## EXTENSION REQUEST

Partnership Tax Returns must be filed on or before April 15, 2014.

If you are unable to provide us with the necessary information to complete the return timely, you can file Form 7004 Application for an Extension of Time to File, and request an automatic five-month extension (for Partnerships).

We can file the extension for you. Here is what you need to do:

CONTACT DG ANDERSON BY WRITING AT LEAST ONE MONTH BEFORE THE DUE DATE OF THE TAX RETURN AND REQUEST THAT ANDERSON FILE THE EXTENSION ON YOUR BEHALF.

PLEASE EMAIL ALL REQUESTS TO TAXDEPT@DGANDERSON.COM.

Please provide a copy of the prior year Partnership Tax Return if not prepared by our offices (Anderson Business Advisors or De Joya Griffith).

- Check here if you would like us to file an extension for your return. This is a free service so long as we file the return. If the extension deadline is reached and we have not filed your return, we will bill the card on file \$35 to cover the filing cost of the extension.

\*if you need extensions filed for other entities, please contact our offices or download the 2013 Extension Request form and list all entities that require the filing of an extension.

**If you are a first time filer, please provide copies of any documents in your possession concerning your EIN including the following: Form SS-4; Acceptance Letter from the IRS with the EIN Assigned; Invoice from the Formation of the Entity.**



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**Partnership or LLC Information**

(Complete all Fields)

Name of Partnership or LLC : \_\_\_\_\_

Business Address of Partnership or LLC : \_\_\_\_\_

Employer ID Number (EIN): \_\_\_\_\_ Signing Officer Title: \_\_\_\_\_

Person to Contact about this Return: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Mail completed return to:** \_\_\_\_\_

Does your Partnership or LLC have a year-end other than Dec?  Yes  Enter year-end date \_\_\_\_\_

Is this the partnership's first tax return?  Yes  No

Is this the final tax return?  Yes  No If yes, what is the dissolution date? \_\_\_\_\_

State of Formation: \_\_\_\_\_ State ID No: \_\_\_\_\_ State Tax ID Number: \_\_\_\_\_

What date was the Partnership or LLC formed? (*Found on the Charter Certificate*): \_\_\_\_\_

What is the principal business? \_\_\_\_\_

What is the main product or service? \_\_\_\_\_

Webfile No. (*Texas Only*): \_\_\_\_\_

**Other Information**

Accounting Method:  Cash  Accrual  Other \_\_\_\_\_ (*Specify*)

At any time during the year, did the Entity have an interest in or signature authority over a financial account in a foreign country?  Yes  No

ARE ALL PARTNERS/MEMBERS ACTIVELY PARTICIPATING IN THIS BUSINESS  Yes  No

Are any of the Members claiming Real Estate Professional Status from the real estate activities being reported in this Partnership?  Yes  No

If yes, DID THOSE MEMBERS SPEND A MAJORITY OF THEIR WORKING HOURS AND AT LEAST 750 HOURS OF SERVICE IN 2013 \*QUALIFIED ACTIVITIES IN REAL ESTATE?  Yes  No

(\*i.e. develop, redevelop, construct, reconstruct, acquire, convert, rent, operate, manage, lease or sell)?

ARE THEY DOCUMENTED IN WRITING?  Yes  No

Do you have a Corporation that owns an interest in this entity?  Yes  No

If yes, please list name of Corporation? \_\_\_\_\_

HAVE ALL PROPERTY TITLES BEEN TRANSFERRED INTO THE NAME OF THE PARTNERSHIP OR LLC OR HAS A BENEFICIAL INTEREST OF A LAND TRUST HOLDING TITLE TO REAL ESTATE BEEN ASSIGNED TO THIS ENTITY?  
 Yes  No

Is the Partnership publicly traded?  Yes  No

**Ownership Information**

\*\*Please fill in all information – If shareholder is an individual, use the Social Security Number. If shareholder is an entity, use the EIN number

Name of Partner/Member	Address	Percentage of Ownership	SSN or EIN *required	General or Limited Partner?	Country of Citizenship?

**Attach Additional Pages if Necessary**

**Balance Sheet**

**Assets**

Cash in Bank on Last Day of Business Year ( <b>must have an amount</b> ) .....	\$ _____
Trade Notes and Accounts Receivable (for accrual basis only) .....	\$ _____
Inventories .....	\$ _____
Other Current Assets (attach statement) .....	\$ _____
Other Investments (attach statement) .....	\$ _____
Buildings and Other Depreciable Assets .....	\$ _____
Less accumulated Depreciation .....	\$ _____
Land .....	\$ _____
Intangible Assets .....	\$ _____
Less Accumulated Amortization .....	\$ _____
Total Assets .....	\$ _____

**Liabilities and Capital**

Accounts Payable .....	\$ _____
Mortgages and Notes Payable in Less Than 1 Year (for accrual basis only) .....	\$ _____
Other current liabilities (attach statement) .....	\$ _____
All Nonrecourse Loans .....	\$ _____
Mortgages, Notes Payable in 1 Year or More .....	\$ _____
Other Liabilities (Attach Statement) .....	\$ _____
Partners' Capital Accounts .....	\$ _____
Total Liabilities and Capital .....	\$ _____



**INCOME**

IN LIEU OF THIS PAGE, THE BALANCE SHEET, PROFIT & LOSS STATEMENT, AND GENERAL LEDGER FOR THE PARTNERSHIP YEAR-END MAY BE ATTACHED.

Business Income ..... \$ \_\_\_\_\_

Interest Received (*Enclose all 1099-INT Forms*) ..... \$ \_\_\_\_\_

Dividends Received (*Enclose all 1099-DIV Forms*) ..... \$ \_\_\_\_\_

**EXPENSES**

(Business only, do not include Rental or Personal Expenses here)

PLEASE COMPLETE ONLY IF THE PARTNERSHIP BALANCE SHEET, GENERAL LEDGER AND PROFIT AND LOSS STATEMENTS ARE **NOT ATTACHED**.

Organization Costs (*Amount spent to form the Partnership or LLC*) ..... \$ \_\_\_\_\_  
(Initial Year Return Only)

1. Bank Charges ..... \$ \_\_\_\_\_

2. Office Supplies (Including Printing & Copies) ..... \$ \_\_\_\_\_

3. Business Licenses ..... \$ \_\_\_\_\_

4. Legal and Professional Services ..... \$ \_\_\_\_\_

5. Management Fees ..... \$ \_\_\_\_\_

6. Guaranteed Payments to Partners ..... \$ \_\_\_\_\_

**Other Expenses (Describe)**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**PLEASE USE THE NEXT PAGE TO ENTER ALL RENTAL INCOME AND EXPENSE INFORMATION.**

**RENTAL "REAL ESTATE" PROPERTY AND ROYALTY INCOME**

ATTACH HUD-1'S FOR ALL PROPERTY PURCHASES & REFINANCINGS IN 2013

Description of Property & Complete Property Address (*ex: Single family, Duplex, Condo, or Commercial*)

Property ID (A) \_\_\_\_\_  
 Property ID (B) \_\_\_\_\_  
 Property ID (C) \_\_\_\_\_  
 Property ID (D) \_\_\_\_\_

**Income**

	(A)	(B)	(C)	(D)
Date Properties were available for	_____	_____	_____	_____
Rents received ( <i>total for year</i> )	\$ _____	\$ _____	\$ _____	\$ _____
Royalties received	\$ _____	\$ _____	\$ _____	\$ _____

**Expense**

	(A)	(B)	(C)	(D)
Auto Mileage (Used for Rental)	\$ _____	\$ _____	\$ _____	\$ _____
Advertising and Promotion	\$ _____	\$ _____	\$ _____	\$ _____
Cleaning and Maintenance	\$ _____	\$ _____	\$ _____	\$ _____
Commissions	\$ _____	\$ _____	\$ _____	\$ _____
Insurance	\$ _____	\$ _____	\$ _____	\$ _____
Legal and Professional Fees	\$ _____	\$ _____	\$ _____	\$ _____
Mortgage Interest	\$ _____	\$ _____	\$ _____	\$ _____
Management Fees	\$ _____	\$ _____	\$ _____	\$ _____
Points Purchase/Refinancing	\$ _____	\$ _____	\$ _____	\$ _____
Repairs ( <i>Over \$250, Itemize Below</i> )	\$ _____	\$ _____	\$ _____	\$ _____
Real Estate Taxes	\$ _____	\$ _____	\$ _____	\$ _____
Utilities	\$ _____	\$ _____	\$ _____	\$ _____
Meals/Entertainment	\$ _____	\$ _____	\$ _____	\$ _____
Other Expenses ( <i>List on Last Page</i> )	\$ _____	\$ _____	\$ _____	\$ _____

**ASSETS FOR DEPRECIATION**

**Rental Asset Worksheet:** Complete for all rental assets purchased. List any repairs, furnishings and appliances greater than \$250

Property ID	Date Purchased	Asset	Price	If Sold, Date	Sale Price

**Note:** If you converted personal property items for rental use, under the heading 'date purchased,' please indicate the date when the asset was first used for the rental and under the heading 'price,' indicate fair market value of asset on the date of first rental use.

**SALE OF REAL ESTATE**

Enclose copies of Form(s) **1099-S & CLOSING STATEMENTS HUD-1'S FOR ALL PURCHASES, SALES, AND REFINANCINGS.**

Description	Date Acq'd	Date Sold	Sales Price	Cost Basis	Rental	Investment
			\$ _____	\$ _____		
			\$ _____	\$ _____		
			\$ _____	\$ _____		
			\$ _____	\$ _____		
			\$ _____	\$ _____		
			\$ _____	\$ _____		

**If the sold properties have been depreciated as prior rentals please provide all depreciation schedules.**

**LIKE KIND EXCHANGE**

Was the exchange done with Related Parties (person or entity)?  Yes  No

**Please include:**

**FOR PROPERTIES GIVEN UP:**

Purchase Closing Statements (HUD-1)

If acquired by an exchange, include Form 8824- (on tax return year the property was acquired)

Sale Closing Statements (HUD-1)

Depreciation Statement (on Previous Year Tax Return)

**FOR PROPERTIES RECEIVED:**

Purchase Closing Statements (HUD-1) ..... \$ \_\_\_\_\_

Value of other properties Received: *(List)* ..... \$ \_\_\_\_\_

Cash received ..... \$ \_\_\_\_\_

Exchange Cost ..... \$ \_\_\_\_\_

Accommodator Statement

Itemize any other costs incurred. *(List Below)*

<b>Description</b>	<b>Amount</b>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**ADDITIONAL INFORMATION OR COMMENTS**