

# The Realtor's 5-Minute Bookkeeping Checklist

If you're a new or independent real estate agent, you already know how fast-paced the industry is. With deals to close, clients to manage, and marketing to run-your financial records often fall to the bottom of the to-do list.

This checklist is your simple, monthly system for keeping your books in order-without overwhelm or spreadsheets. Spend just 5-10 minutes a month and gain peace of mind.

You'll:

- Track income and expenses like a pro
- Stay ready for tax season
- Avoid costly errors and missed deductions
- Build financial confidence early in your career

## Monthly Bookkeeping Checklist

### 1. Track Your Income

- Record all commissions, referral bonuses, consulting fees, and rental income.
- Use a spreadsheet, QuickBooks, or your preferred tool to note the amount, date, and source.

### 2. Categorize Your Expenses

- Break down each expense by category: marketing, tools, auto, education, etc.
- Be consistent in naming-this helps during tax time.

### 3. Record Business Mileage

- Track all business driving: client showings, open houses, closings.
- Use apps like MileIQ, Everlance, or QuickBooks Self-Employed to automate.

### 4. Collect and Organize Receipts

- Take clear photos of all receipts (gas, marketing, meals, etc.).
- Upload monthly to a cloud drive (Google Drive, Dropbox, or your bookkeeping software).

### 5. Review Monthly Totals

- Add up income and compare to expenses.
- Note patterns, plan for taxes, and adjust if spending is too high.

## **Common Deductible Expense Categories**

Use these categories to stay organized and ensure you don't miss key deductions:

- Advertising: Facebook ads, signage, listing photography
- Business Supplies: Office supplies, folders, signage
- Auto Expenses: Mileage, car washes (for client-facing use), maintenance
- Home Office: % of internet, utilities, rent (if you qualify)
- Professional Development: CE courses, coaching, licensing fees
- Meals & Entertainment: Client meals (50% deductible)
- Software Tools: CRM, email tools, design platforms
- Insurance & Legal: E&O insurance, legal consultations
- Dues & Subscriptions: MLS, NAR, coaching groups

## **5 Common Bookkeeping Mistakes Realtors Make**

1. Mixing personal and business expenses in the same account.
2. Waiting until tax season to organize finances-this leads to errors.
3. Not tracking mileage in real time-huge deduction missed.
4. Guessing categories or using inconsistent names.
5. Forgetting to back up receipts and records in the cloud.

## **Pro Tips for Staying Ahead**

- Set a 15-minute recurring calendar reminder each month to update your books.
- Open a separate business checking account-it makes tracking cleaner.
- Use cloud folders named by month (e.g., Jan 2025) for receipts.
- Consider using a real-estate specific bookkeeping service (like Ledger Lane!)

## **Need Help With Setup?**

Book a free 10-minute Bookkeeping Review Call today.

We'll assess your setup, catch red flags, and give you a plan-even if you DIY.

Visit Ledger Lane LLC to get started.

[Insert your website or booking link here]