



# Organizer Real Estate Agent/Broker

Operating & Administrative Expenses	
Bank Charges	
Clerical & Virtual Assistant	
Staff & Colleague Meetings	
Courier & Delivery Service	
Desk & Office Rent	
Photography	
Keys & Locksmith Services	
Lock Boxes	
Maps, Books & Research Materials	
General Office Expenses	
Payroll Processing Fees	
Payroll & Unemployment Taxes	
Employee Benefit Programs	
Photocopying & Printing	
Postage	
Equipment Rental & Lease	
Repairs	
Signs	
Sign Installation & Removal	
Office Supplies	
Wages & Salary	
Tools & Small Equipment (<\$500)	
Contract Labor & Subcontractors	
Janitorial Services	
Document Shredding Service (Shred IT)	
Offsite Data Back Up Services	
Computer & IT Maintenance Services	
Equipment Warranties	
Framing	
Website Design & Development	
Website Hosting & Maintenance	
Bottled Water, Soda, Refreshments	
Communication Expenses	
Cell Phone Charges	
Office Landline	
Fax Line or "E-Fax"	
Internet Access	
Long Distance Charges	
Client Email & E-Newsletters	
Data Plan	

Direct Sales Expenses	
Advertising (Newspaper/radio/tv)	
Marketing	
Client Accommodations (warranties/inspections)	
Client Gifts (Limited to \$25 per client, per year)	
Client Moving & Storage Costs	
Commissions & Referral Fees	
Flowers & Cards	
Meals & Entertainment	
Online Listing Services	
Lead Generation Services	
Open House & Broker Opens	
Staging (small decorative items <\$500)	
Property Cleaning Services & Supplies	
Professional Expenses	
Dues & Memberships	
E & O Insurance	
Legal Fees	
Tax Accounting & Bookkeeping Fees	
SentriLock Access Fees	
Continuing Professional Education	
Seminars & Speeches	
Regional & National Association of Realtor Dues	
Licenses	
MRIS & MLS Fees	
Publications, Newspapers, & Subscriptions	
Resumes & Bios	
Networking Organizations	
Business & Life Coaching	
Self - Employed Health Insurance	
Equipment (>\$500)	
Computer	
Smartphone	
Printer	
Office Furniture & Decoration	
Software	
Staging Items (furniture/appliances >\$500)	
Cleaning Equipment	