

Date: [Insert Date]

Subject: Action Required: Tax Document Preparation for [Property Address/Name]

Dear [Owner Name],

As the tax filing season approaches, this is a reminder to begin organizing the necessary financial documentation for your short-term rental property located at [Property Address].

To ensure an accurate and timely filing, please gather the following documents for the [Year] tax year:

- **Income Reports:** Annual earnings statements from platforms (Airbnb, VRBO, etc.).
- **Management Fees:** Documentation of commissions or management service fees paid.
- **Operating Expenses:** Receipts for utilities, cleaning services, maintenance, and repairs.
- **Supplies:** Records of purchases for guest amenities, linens, and household essentials.
- **Property Taxes & Insurance:** Statements for property taxes and homeowner/short-term rental insurance premiums.
- **Mortgage Interest:** Form 1098 or your year-end mortgage statement.

Please have all digital and physical records organized by [Insert Deadline Date]. This will allow for sufficient time to review the figures and address any discrepancies before the tax deadline.

If you have any questions regarding specific deductible expenses or require copies of payment history from our records, please contact me at [Phone Number] or [Email Address].

Best regards,

[Your Name]

[Your Title/Company Name]