

Account Number	Account Description	Type	Use
Assets			
1100	Checking Account	Bank	Record majority of the busines activity/transactions
1200	Savings Account	Bank	Business savings account
1400	Rents Receivable	Accounts Receivable	Rents owed by tenants
1500	Property/Unit	Fixed Asset	Shows the purchase cost of each purchased unit in the business. Each property/unit will have its own account/category.
1700	Property Improvements	Fixed Asset	Any expenditures for a property over \$2,500 will need its own Property Improvement account recorded in fixed assets, not expenses!
1800	Accumulated Depreciated	Fixed Asset	Depreciation is an accounting term for wear and tear on business assets as they are used. Your accountant/CPA will expect you to have this category in your chart of accounts.
Liabilities			
2500	Credit Cards	Credit Card Liability	Record credit card transactions here.
2600	Real Estate Mortgages	Long Term Liability	If a property was finance purchased, it should have its own Mortgage Liability Account.
Equity			
3000	Owner's Equity	Equity	Represents the owner's cumulative equity in the business since inception
3100	Owner's Contributions	Equity	Shows total year-to-date cash contributions by the owner(s) to the business
3200	Owner's Distributions	Equity	Shows total year-to-date cash withdrawals by the owner(s) to the business
Revenue			
4100	Rental Income	Revenue	Shows rents collected. Recommend using one rental category and showing per property/unit information by using classes. See classes section for reference.
4200	Other Rental Income	Revenue	Examples of other rental income may include pet fee, appliance rent, etc. Again, we recommend only creating one category and capturing per property/unit activity via classes.

4300	Other Income	Revenue	Create other income accounts as preferred to show interest income, sale of
Expenses			
6000	Marketing Expense	Expense	Any promotional expense for the business can be included here.
6100	Professional Fees	Expense	This can include all professional expenses - for example, accountant/CPA fees, legal fees, contractors etc. Or create a category for reach one.
7000	General Expenses	Expense	Self explanatory
7100	Homeowner's Association (HOA)	Expense	Self explanatory
7200	Insurance	Expense	Self explanatory
7300	Property taxes	Expense	Self explanatory
7400	License and Permits	Expense	Business registrations with local states and cities as necessary
7500	Utilities	Expense	Includes water, electricity, and gas
7600	Mortgage Interest Payments	Expense	Mortgage payments consist of principal and interest. Split the payment in order to record the interest portion as an expense and the principal portion as debt reduction.
7700	Management Fees	Expense	It helps to have this separate vs. included in Professional Fees
7900	Repairs and Maintenance	Expense	Restoring a property to its proper status or general maintenance in keeping the property up. Large repairs (over \$2,500) will need potentially need to be recorded to the appropriate "Improvements" fixed asset account.
8100	Landscaping & Upkeep	Expense	Self explanatory
8200	Education	Expense	Continuing education expenses recorded here
8300	Travel & Parking	Expense	Out of town travel to business related conferences, etc.
8400	Meals & Entertainment	Expense	Business-related meals. You need to have a business-related purpose (meeting potential investors, on the job meals provided for staff, etc.) for this to be a business expense.
8500	Supplies	Expense	Self explanatory
8600	Finance Charges	Expense	Non-mortgage interest expenses, for example, finance charges assessed by the credit card company

8700	Small Equipment expense	Expense	Equipment (such as computers) under \$2,500 threshold
8800	Miscellaneous	Expense	If the expense does not fit in any above category, put it here. If this account is used too much, analyze to see if a new category needs to be created in order to capture reoccurring activity.
9100	Bank Fees	Expense	May be useful to have a category to show bank drafts and fees in case they become significant