STR evidence organizer

A short booking is not an automatic W-2 loss offset. Keep property depreciation, passive-activity treatment and the taxpayer loss-use review separate.

Three independent questions

Property / components	Costs, classification, service dates and bonus rules.
Activity facts	Customer use and the services actually provided.
Taxpayer / return	Participation, personal use and other limitations.

Use this packet honestly

Record what occurred and preserve supporting evidence. Do not invent hours or service descriptions to reach a desired result. Ask your CPA which facts and proof are relevant.

File identity

Property / unit / owner entity:

Tax year / manager / preparer:

Reservation evidence worksheet

02 / 07 Short-Term Rental Cost Segregation Evidence Organizer

Use reservation-level records. A listing label or one booking does not establish the annual average period of customer use.

Reservation log template

Booking / unit	Arrival / departure / days / source record
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Reconciliation questions

- ☐ Does the export include changed and canceled stays appropriately?
- ☐ Are all units and relevant customer-use periods identified?
- ☐ Can the preparer reconcile the annual calculation to source records?

Keep definitions separate

Publication 925 discusses the seven-day average-use exception and the 30-day exception involving significant personal services. These passive-activity rules do not automatically determine the building recovery period.

Document guest services

Describe the actual operation. Services, frequency, labor and the arrangement with guests can matter to the relevant analysis.

Service worksheet

Service provided	Who / frequency / evidence / included charge
Guest communications	_____
Cleaning / turnover	_____
During-stay services	_____
Maintenance response	_____
Other services	_____

Review with the preparer

Do not assume an ordinary management or turnover arrangement automatically meets a significant-services standard. Provide facts and let the CPA apply the applicable rule.

Open service question

Question / supporting record needed:

Owner participation evidence

The relevant tests have different requirements. This log does not establish material participation or real estate professional status.

Activity log template

Date / property	Task / actual duration / supporting evidence
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Check the evidence

- ☐ Entries describe actual work rather than repeated vague labels.
- ☐ Communications, invoices or work orders support the record.
- ☐ Manager and contractor roles are documented where relevant.
- ☐ CPA reviewed which work and whose participation can count.

Known gap

Missing evidence / truthful explanation / next action:

Personal use and blocked dates

Platform bookings may not show owner stays, family arrangements or why dates were blocked. Keep a separate use calendar for CPA review.

Use calendar template

Date range	Who / purpose / price / evidence
_____	_____
_____	_____
_____	_____
_____	_____

Questions to flag

- ☐ Owner or family stays and below-market arrangements.
- ☐ Repair visits with documentation of actual work.
- ☐ Periods available but not rented, and unavailable periods.
- ☐ How mixed use affects the estimate and allowable deductions.

Do not classify by assumption

Publication 527 explains personal-use and rental expense rules. A full-business-use calculator assumption should not replace the actual calendar.

Prepare the combined CPA file

A complete evidence file makes questions answerable; it does not guarantee the resulting tax treatment.

Property and cost records

- ☐ Purchase contract, settlement statement and land allocation.
- ☐ Itemized furniture and improvement costs with service dates.
- ☐ Existing depreciation schedules and any prior study.
- ☐ Operating description, reservations and guest-service records.

Ask for three separate conclusions

Depreciation	Applicable building/component treatment and dates.
Activity / participation	Relevant rules and evidence supporting the analysis.
Loss use / exit	Current limitations, state effects and sale review.

Investment discipline

Model operating costs, cash reserves and debt payments separately from projected tax benefits. A suspended loss does not fund current bills.

Largest unresolved assumption / assigned person:

Sources and your next conversation

Use the governing source for your return year. This packet organizes questions; it is not a tax opinion, engineering study or completed return.

Primary sources

IRS Publication 925: passive activity and at-risk rules	Open IRS source online
IRS Publication 527: residential rental property	Open IRS source online
IRS Publication 946: depreciation	Open IRS source online
IRS Notice 2026-11: bonus depreciation guidance	Open IRS source online
IRS Publication 544: asset dispositions	Open IRS source online

Keep a decision record

Write down the facts still unresolved, the person responsible for answering and the date you will review the answer. Preserve the final proposal, report and implementation records.

Next question / responsible person / target date:

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