TaxPrep Pro

English

Documents needed to prepare your holiday-rental income

Checklist for non-resident owners renting through Airbnb, Booking or other platforms. Please send these documents to your tax adviser.

Owner	Property (address or reference)	Year	Send to your adviser by

Rental platforms

- [ ] **Airbnb: transaction history for the year**
  CSV or Excel export from “Earnings” → “Transaction history”, showing bookings, fees and payouts.
- [ ] **Booking.com: payout statement and commission invoices**
  Payout statement or report for the year and the monthly commission invoices.
- [ ] **Other platforms or direct bookings**
  Vrbo, agencies, property managers or bookings paid by bank transfer.

Bank

- [ ] **Statements of the account receiving the payouts**
  Every month of the year, including the platform payouts.
- [ ] **Refunds, cancellations and adjustments**
  Any refund to guests or adjustment deducted by the platform.

Property expenses

- [ ] **Expense invoices with date and amount**
  For example: community fees, utilities, insurance, cleaning, repairs, management. Your adviser will decide which ones apply.
- [ ] **Local tax receipts**
  For example, IBI (property tax) and waste collection tax.

Use and ownership

- [ ] **Days of personal or family use**
  Dates when the property was not rented because you used it.
- [ ] **Owners and share of each**
  Name, NIE and ownership percentage of each co-owner.
- [ ] **Tourist licence number**
  If the property has a tourist-rental registration or licence.

> Indicative checklist. This is not tax advice: your adviser will tell you which documents are needed in your case and how they are treated.