STR Personal Use & Tax Status Worksheet

Reviewed by Steve Madsen, CPA | Founder of Madsen and Company | CPA since 1993

Use this worksheet to calculate rental days, personal-use days, and maintenance days for a short-term rental. The goal is to help determine whether the property may be treated as a rental property, vacation home, or mixed-use property for tax purposes.

Important Note

This worksheet is for general educational purposes only and is not a substitute for tax advice. The proper tax treatment depends on your specific facts, records, and applicable tax rules.

Property Information

Property Address: _____

Tax Year: _____ Owner(s): _____

Step 1: Calculate Rental Days

Count only days the property was rented to paying guests at a fair market rental rate.

Days rented to paying guests at fair market value	
Total Rental Days	

Step 2: Calculate Personal Use Days

Include days used by you, family members, friends, business partners, co-owners, or anyone paying less than fair market rent.

Owner use	
Spouse use	
Children or family members	
Friends using property for free	
Friends using property below market rent	
Business partners or co-owners	
Other personal use	
Total Personal Use Days	

Maintenance Days and Personal Use Tests

Step 3: Maintenance Days

Days spent substantially full-time performing repairs or maintenance generally do not count as personal-use days. Keep records showing what work was performed and approximately how much time was spent.

Examples

- Painting or repairs
- Cleaning after guests
- Replacing appliances or furnishings
- Landscaping or exterior maintenance
- Contractor oversight
- Property maintenance projects

Total Maintenance Days

Step 4: Apply the Personal Use Test

Personal use can trigger vacation-home or mixed-use rules if it exceeds certain thresholds. Complete both tests below.

Test A: Is personal use greater than 14 days?

Personal Use Days: ☐ Yes ☐ No

Test B: Is personal use greater than 10% of rental days?

Rental Days: x 10% =

Is personal use greater than this amount? ☐ Yes ☐ No

Step 5: Determine Tax Status

Use the results above as a screening tool. Final classification should be reviewed with your CPA based on the complete facts.

☐ **Likely Rental Property**

Personal use is 14 days or less AND not more than 10% of rental days. Expenses may generally be deductible subject to passive activity, basis, at-risk, and other applicable rules.

☐ **Likely Vacation Home or Mixed-Use Property**

Personal use is more than 14 days OR more than 10% of rental days. Expenses may need to be allocated and losses may be limited.

Material Participation and Tax Opportunity Screening

Step 6: STR Material Participation Screening

Check the activities you personally performed during the year. Maintain contemporaneous records such as calendars, logs, messages, invoices, and task notes.

Activity	Yes	No
Guest communications	☐	☐
Booking management	☐	☐
Coordinating cleaning	☐	☐
Scheduling repairs	☐	☐
Managing contractors	☐	☐
Purchasing supplies	☐	☐
Marketing or listing updates	☐	☐
Bookkeeping	☐	☐
Other management activities	☐	☐

Estimated hours spent managing this property: _____

Step 7: Potential Tax Opportunities Checklist

Check any items that may apply to your situation. These items do not guarantee a deduction or tax benefit, but they may indicate areas worth reviewing.

- ☐ I actively manage the property.
- ☐ Average guest stay is 7 days or less.
- ☐ The property generated a tax loss.
- ☐ I have W-2 income.
- ☐ I own other rental properties.
- ☐ I made improvements to the property.
- ☐ I purchased furniture or equipment.
- ☐ I am considering a cost segregation study.
- ☐ My spouse participates in managing the property.
- ☐ I own the property through an LLC.
- ☐ I am considering entity or S-corporation planning.

Results Summary and Next Steps

Results Summary

Rental Days: _____

Personal Use Days: _____

Maintenance Days: _____

Property Classification:

- ☐ Rental Property
- ☐ Vacation Home
- ☐ Mixed-Use Property
- ☐ Additional CPA Review Recommended

Documentation Notes

Use this space to note facts that may be important, such as family use, below-market rentals, maintenance days, owner work performed, guest-stay averages, and major improvements.

Need Help Determining Your STR Tax Status?

A small mistake in tracking personal-use days can create significant tax consequences. If you own an Airbnb, VRBO, or other short-term rental, Madsen and Company can help determine how the rules apply to your situation and identify potential tax-saving opportunities.

Schedule an STR Tax Analysis

Consultation link: https://calendly.com/madsencpa/consult

Madsen and Company, CPA

Helping short-term rental owners make smarter tax decisions year-round.