



## **SELF—EMPLOYMENT INCOME AND EXPENSE TRACKER**

If you are self-employed this worksheet is designed to help you track your income and expenses for your job—NOT YOUR HOUSEHOLD. This means taking your total monthly earnings and subtracting your total monthly expenses for your job—NOT YOUR HOUSEHOLD.

Tracking your income and expenses month by month will help Habitat calculate your total income.

As a Partner Family Homebuyer AND an applicant you **MUST TRACK YOUR INCOME AND EXPENSES EVERY MONTH.**

Examples of expenses include:

- **TAXI DRIVERS:** gas, car maintenance, car repairs, auto insurance, leasing fees, **mileage**, etc.
- **HOUSE CLEANERS/MAIDS:** cleaning supplies, insurance, gas, etc.
- **CONSTRUCTION/LANDSCAPE WORKERS:** supplies, tools, licensing fees, gas, etc.

Need help or have questions? Contact the Homeowner Services team at 434-239-9066.

Other resources:

### **Piedmont Housing Alliance**

682 Berkmar Circle  
Charlottesville, VA 22901  
434-817-2436  
Piedmonthousingalliance.org

### **Community Investment Collaboration**

300 Preston Avenue, Suite 206  
Charlottesville, VA 22902  
434-218-3481  
info@cicville.org  
Cicville.org





NAME: JON SNOW

**EXAMPLE FOR**

MONTH: SEPTEMBER

YEAR: 2019

**TAXI DRIVER**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
	1	2 \$21.78	3	4	5 \$22.56	6 \$62.17	INCOME: \$0 EXPENSES: \$106.51
7 \$239.78 \$78.34	8	9 \$31.01	10	11	12	13 \$27.53	INCOME: \$318.12 EXPENSES: \$58.54
14 \$468.19 \$23.91	15	16	17 \$33.42	18	19	20 \$26.37	INCOME: \$492.10 EXPENSES: \$59.79
21 \$301.67 \$83.24	22	23 \$18.57	24	25 \$89.95	26 \$36.03	27	INCOME: \$384.91 EXPENSES: \$144.55
28 \$518.23 \$42.48	29	30	31 \$23.74				INCOME: \$560.71 EXPENSES: \$23.74

NOTES:	Total Income	<b>\$1755.84</b>
		—
	Total Expenses	<b>\$393.13</b>
		=
	Net Income	<b>\$1362.71</b>



NAME: JON SNOW

**EXAMPLE FOR**

MONTH: SEPTEMBER

YEAR: 2019

**TAXI DRIVER**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
	1	2	3 Mileage: 43.1	4	5 Mileage: 35.2	6	INCOME: \$0 MILEAGE: 78.3
7 \$239.78 \$78.34 Mileage:	8	9	10 Mileage: 13.8	11 Mileage: 20.8	12 Mileage: 13.6	13 Mileage: 56.4	INCOME: \$318.12 MILEAGE: 104.6
14 \$468.19 \$23.91 Mileage: 55.9	15 Mileage: 24.7	16 Mileage: 19.4	17 Mileage: 30.7	18 Mileage:	19 Mileage: 59.8	20 Mileage: 63.8	INCOME: \$492.10 MILEAGE: 254.3
21 \$301.67 \$83.24 Mileage:	22 Mileage:	23 Mileage:	24 Mileage:	25 Mileage: 29.3	26 Mileage: 27.6	27 Mileage:	INCOME: \$384.91 MILEAGE: 56.9
28 \$518.23 \$42.48 Mileage: 64.8	29 Mileage: 21.6	30 Mileage: 30.7	31 Mileage: 31.8				INCOME: \$560.71 MILEAGE: 148.9

NOTES:	Total Income	<b>\$1755.84</b>
		—
	Total Expenses	<b>\$372.94</b>
		=
	Net Income	<b>\$1382.90</b>



NAME: \_\_\_\_\_

MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	

NOTES:

Total Income	_____
	—
Total Expenses	_____
	=
Net Income	_____





NAME: \_\_\_\_\_

MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	

NOTES:

Total Income	_____
	—
Total Expenses	_____
	=
Net Income	_____



NAME: \_\_\_\_\_

MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	

NOTES:

Total Income	_____
	—
Total Expenses	_____
	=
Net Income	_____



NAME: \_\_\_\_\_

MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	

NOTES:

Total Income	_____
	—
Total Expenses	_____
	=
Net Income	_____