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Organize your foreign-property sale

A records-first guide for a U.S. taxpayer preparing one property and one sale for a preparer.

WHAT YOU WILL FINISH WITH

A document-backed transaction ledger, property-use chronology, evidence index, missing-record list and one-page preparer handoff.

What is included

- A fillable worksheet pack covering ownership, acquisition, costs, use, sale terms, payments, reconciliation, conversions, totals, missing records and handoff.
- A separate fillable document index and a fictional packet with source summaries and two unresolved items.
- General worksheets for foreign-property records plus a labeled Ecuador note with a Cuenca illustration.

Scope

This organizer does not decide tax basis, exclusion eligibility, foreign-tax-credit treatment, filing requirements or final tax due. It does not provide Ecuador legal, valuation, banking or local-filing conclusions.

Inherited, gifted, rental/business, installment, entity/estate/trust-owned and disputed-ownership cases need additional review. Use the relevant worksheet prompts to collect facts before the preparer scopes that work.

VERSION AND SCOPE

Version 1.0. Public-source check: October 10, 2026. General worksheets cover one property and one sale; the Ecuador note is separate. This download includes records instructions, not personalized tax advice or professional review of your transaction.

Completed document index / 1 of 2

This 13-entry example uses a continuation beyond the blank index's 12 rows. Original language here: English synthetic summaries.

Doc ID	Record	Date	Location in this file	Evidence	Linked fact / unresolved item
DOC-001	purchase agreement summary	2021-03-12	Panel A / A1	D synthetic source	Purchase price and contract parties
DOC-002	acquisition settlement summary	2021-04-16	Panel A / A2	D synthetic source	Purchase price, separately listed acquisition charges, and total paid
DOC-003	acquisition payment summary	2021-04-16	Panel A / A3	D synthetic source	Evidence of USD 124,500 paid for the acquisition settlement
DOC-004	ownership record summary	2021-04-16	Panel A / A4	D synthetic source	Direct ownership, 100 percent interest, property identity and acquisition date
DOC-005	roof invoice and payment summary	2022-08-05	Panel B / B1	D synthetic source	Roof work, USD 4,800 invoice and payment dated August 8
DOC-006	kitchen invoice and payment summary	2024-05-10	Panel B / B2	D synthetic source	Kitchen cabinetry and fixtures, USD 3,200 invoice and payment dated May 15
DOC-007	owner use and ownership statement	2026-03-20	Panel B / B3	D synthetic source	Owner-reported personal use and absence of rental or ownership changes

FICTIONAL SOURCE LEGEND

D means a typed synthetic source is present in this example, not that a real expenditure or tax treatment is verified. DOC-008 is a present memory note supporting an estimate only. DOC-009 is absent. All translations: not applicable; these are English example summaries.

Completed document index / 2 of 2

This 13-entry example uses a continuation beyond the blank index's 12 rows. Original language here: English synthetic summaries.

Doc ID	Record	Date	Location in this file	Evidence	Linked fact / unresolved item
DOC-008	owner memory note for plumbing work	2026-03-20	Panel B / B4	E amount; memory only	Records an approximate USD 2,400 amount and approximate February 2025 work date
DOC-009	MISSING - plumbing invoice, receipt, and payment evidence	Unknown	Unavailable	M - unresolved	Would substantiate the plumbing entry currently recorded as an estimate
DOC-010	sale agreement summary	2026-02-20	Panel C / C1	D synthetic source	USD 150,000 gross contract price, USD 10,000 deposit and USD 140,000 closing balance
DOC-011	deposit bank credit summary	2026-02-24	Panel C / C2	D synthetic source	USD 10,000 sale deposit actually received
DOC-012	sale settlement summary	2026-03-13	Panel C / C3	D synthetic source	USD 140,000 gross closing balance, USD 6,500 deductions and USD 133,500 expected net closing payment
DOC-013	final bank credit summary	2026-03-16	Panel C / C4	D synthetic source	USD 133,250 actually credited after closing

FICTIONAL SOURCE LEGEND

D means a typed synthetic source is present in this example, not that a real expenditure or tax treatment is verified. DOC-008 is a present memory note supporting an estimate only. DOC-009 is absent. All translations: not applicable; these are English example summaries.

Completed acquisition ledger

Whole property / Jordan Sample 100%. All original amounts USD. Payer: Jordan Sample. Payment date: 2021-04-16.

Row ID / date	Source description	Original amount	Doc ID / anchor	Evidence / classification
ACQ-001 / 2021-04-16	Purchase price	120,000 USD	DOC-001/A1; DOC-002/A2; DOC-003/A3; DOC-004/A4	D; classification pending
ACQ-002 / 2021-04-16	Legal services	1,800 USD	DOC-002/A2; DOC-003/A3	D; classification pending
ACQ-003 / 2021-04-16	Registration-related charge	1,000 USD	DOC-002/A2; DOC-003/A3	D; classification pending
ACQ-004 / 2021-04-16	Notary services	700 USD	DOC-002/A2; DOC-003/A3	D; classification pending
ACQ-005 / 2021-04-16	Local transfer-related tax	1,000 USD	DOC-002/A2; DOC-003/A3	D; classification pending

RECORDS TOTALS

Purchase price 120,000 USD plus separately itemized related charges 4,500 USD = total acquisition payment 124,500 USD (DOC-002/A2, DOC-003/A3). These totals are not a tax-basis determination. ACQ-005 would be on a separate continuation of blank worksheet 02.

Preparer question

Which acquisition charges require additional evidence or a different classification? Keep the contract, settlement and payment allocation together. If the acquisition had been by gift or inheritance, do not use these purchase fields as a valuation substitute.

Completed work and cost ledger

Whole property / Jordan Sample 100%. Descriptions record work; the preparer decides cost treatment.

Row ID	Work / payment date	Description	Original amount	Source	Evidence / review
IMP-001	2022-08-05 / 2022-08-08	Replacement roof covering	4,800 USD	DOC-005/B1	D; pending
IMP-002	2024-05-10 / 2024-05-15	Replacement kitchen cabinetry and fixtures	3,200 USD	DOC-006/B2	D; pending
IMP-003	Approx. 2025-02 / payment unknown	Recalled bathroom plumbing work - MISSING RECEIPT / ESTIMATE	2,400 USD	DOC-008/B4; DOC-009/MISSING	E / M; unresolved

DOCUMENTED AND ESTIMATED TOTALS STAY SEPARATE

Documented work outlays: 4,800 + 3,200 = 8,000 USD. Unresolved estimated plumbing amount: 2,400 USD, excluded from documented total. Exact work and payment dates, receipt and nature of plumbing work are unsupported. Ask the contractor for duplicate documents and find matching payment evidence.

Classification questions

Roof and kitchen invoice/payment summaries describe the work and payment. They do not decide tax treatment. Ask whether further records, reimbursements, replaced items or rental/business history affect review. The owner statement reports no rental use.

Completed payment reconciliation

One currency: USD. Gross price credits do not establish the amount of cash actually received.

Worksheet 07 field	Value / calculation	Source
Contract gross price (A)	150,000 USD	DOC-010/C1
Gross price credits (B)	10,000 deposit + 140,000 settlement = 150,000 USD	DOC-011/C2; DOC-012/C3
Supported unpaid / noncash amounts (C / D)	0 / 0 USD; none scheduled or stated	DOC-010/C1; DOC-012/C3
Contract unexplained difference A - B - C - D	0 USD	150,000 - 150,000 - 0 - 0
Gross closing (E) / deductions (F)	140,000 / 6,500 USD	DOC-012/C3
Expected closing net G = E - F	133,500 USD	DOC-012/C3
Actual closing bank receipts (H)	133,250 USD	DOC-013/C4
Closing unexplained difference G - H	250 USD - unresolved	DOC-012/C3; DOC-013/C4

CONTRACT MATCHES; CASH DOES NOT

Actual receipts including the earlier deposit: 10,000 + 133,250 = 143,250 USD. Expected total net receipts: 143,500 USD. Request the closing disbursement detail and bank advice. No source explains the 250 USD difference; do not invent a fee to make the check zero.