

BEACONSHIRE ADVISORY

REP Hours Log

Google Form Setup & Mobile Shortcut Guide

REP Hours Google Form

Access the form template at the link below. Google will prompt you to make a copy of the form for your personal use.

<https://docs.google.com/forms/d/19ux092pqmlBHy7YTSmWIBZHDWhKBdLGUNFrE2RoWP1s/copy>

Customize Your Properties

After making a copy of the form, scroll down to the section called **Property** and edit the “Insert Property Here” entries to the addresses of your personal rental or investment properties.

Customize the Look

Click on the artist's palette icon in the upper right corner of the form editor to change the color scheme, font, or style to match your preferences.

View Your Logged Hours

At the top of the form in edit mode, select **Responses**, then click **Link to Sheets**. Google will prompt you to create a Google Sheet to record and view all entries.

Create a Phone Shortcut

Add the form to your smartphone home screen for one-tap logging. Detailed iPhone, iPad, and Android instructions are on the next page.

Add the REP Hours Log to Your Phone

Mobile Home-Screen Shortcut Guide

Why this matters

Substantiating Real Estate Professional status under IRC §469(c)(7) lives or dies on contemporaneous records. The single best habit you can build is logging an activity *right after* you finish it — not at the end of the week from memory. Putting the form one tap away from your home screen makes that habit easy.

iPhone or iPad

1. Open **Safari**. Other browsers (Chrome, Edge, Brave) won't work for this — they don't add shortcuts to the iOS home screen.
2. Paste your REP Hours Log form URL into the address bar (the unique **/viewform** link for *your copy* of the form, not the master */copy* link). Tap **Go**.
3. Tap the **Share** button at the bottom of the screen — the square with the upward arrow.
4. Scroll down through the share options and tap **Add to Home Screen**.
5. Name the shortcut something short and unmistakable, like *Log REP Hours*. Tap **Add**.

Safari closes and you're returned to the home screen with the new shortcut in place. Tapping it opens the form in its own window — no browser chrome, no distractions.

Android

1. Open **Chrome**.
2. Paste your REP Hours Log form URL and load the page.
3. Tap the **three-dot menu** in the upper right corner, then tap **Add to Home screen** (on some devices it's labeled *Install app*).
4. Name it *Log REP Hours* and tap **Add**.

Logging tips for substantiation

- Log the activity within the same day. Same-day entries are far more defensible in an audit than reconstructed timesheets.
- Use the *What did you do at this property today?* field to capture specifics — “met tenant at 142 Maple to walk the unit and document a leaking dishwasher; called plumber” beats “property management.”
- If you stop for a break, use the form's break section honestly. Unbroken effort on a single property reads more credibly than implausibly long sessions.
- Treat the form like a journal. Fewer, longer sessions reconstructed at year-end are exactly the pattern the IRS scrutinizes.

To remove the shortcut later — long-press the icon and choose **Remove** on iOS, or drag it off the screen on Android.

Beaconshire Advisory · Fractional CFO, bookkeeping, and tax strategy for growth-minded founders