Airbnb & Short-Term Rental Host Tracker: how to use it

Start here:

Yellow cells are yours to fill in. Green-grey cells hold formulas: leave them alone and they fill themselves.

Drop-down cells only take values from the lists on the Settings tab (or the tab named in the guide). Edit the lists and the drop-downs follow.

The example file is filled with fictional bookings and expenses so you can see every number working. The blank file is the same workbook, empty. Use the blank one for your business.

Google Sheets: File > Import > Upload the .xlsx (or open it from Google Drive), then File > Save as Google Sheets. Excel: just open it (Excel 2010 or newer, Windows or Mac). Numbers on Mac also opens it.

Set up (5 minutes):

1. Settings: your properties (up to 5), your booking platforms (Airbnb, VRBO, direct), expense categories, the year (F2), the % of profit you set aside for tax (F4).

2. Bookings: one row per stay: check-in date, property, platform, guest, nights, nightly rate, cleaning fee and the platform fee taken. Gross, your payout, month and year fill in.

3. Expenses: cleaning crew, supplies, utilities, mortgage interest, insurance, repairs. One row each, tied to a property.

What you get:

Dashboard: bookings, nights, gross, fees, expenses, profit and tax set-aside by month; each property with nights booked, occupancy %, average nightly rate and profit; each platform compared.

Use the Year cell on Settings to start a new year in a copy of the file.

This is a record-keeping tool, not tax advice.

Help:

Something wrong, or a column you need? Message us on Etsy; we fix it and update the download for every buyer.

Designed by Tuper. Built with AI tools and tested by us; tell us if anything breaks.