Free Real Estate Agent Expense Spreadsheet: 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.

The example file is filled with fictional data so you can see every number working. The blank file is the same workbook, empty: use that one.

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). Numbers on Mac also opens it.

Set up (3 minutes):

1. Settings: your lead sources (up to 15), your expense categories (up to 15), the year (E2) and your brokerage split % (E4: the share of each gross commission your brokerage keeps; 0 if you keep it all).

2. Deals: one row per closing: date closed, property or client, lead source, sale price, commission %, any referral fee you paid out, and whether the commission has reached you (Yes/No).

Gross commission = sale price x commission %. Brokerage split = gross x E4. Net commission = gross - split - referral fee. Commission not received yet is highlighted and totalled.

3. Expenses: MLS and association dues, marketing, signs, photography, client gifts, mileage, software, education. One row each, the day you pay it.

What you get:

Dashboard: closings, sales volume, gross and net commission and expenses by month; every lead source with closings and sales volume; every expense category with its total; the net commission still unpaid.

Limits: 200 closings and 200 expense rows. Want profit by month, a tax set-aside, net commission per lead source and 500 rows of each? See the paid Real Estate Agent Commission, Lead Source and Expense Tracker at tuper.app/templates. This is a record-keeping tool, not tax or legal advice. An address or a first name is enough for the client column.

Help:

Something wrong? Message us at support@tuper.app and we fix it.

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