Landlord Rental Property 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. Add or rename items there and the drop-downs follow.

The example file is filled with fictional properties and tenants 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: type your properties (up to 10) in column A, the tax year in E2 and the last month to check rent for in E4 (10 = October).

2. Rent roll: for each property add the tenant, the monthly rent and the lease end date.

3. Ledger: one row per payment in or out: date, property, category, amount (always a positive number). The type (Income/Expense), month and year fill in.

What you get:

Rent roll: rent received per property per month, what was due through the month in Settings E4, and who is behind.

Dashboard: income, expenses and net per property; every expense category for the year (the categories follow the lines of US Schedule E, so your accountant can copy the totals); and a month-by-month table.

Categories: rename or add rows on Settings (columns B and C). Keep the type in column C as Income or Expense.

This is a record-keeping tool, not tax advice. Check your totals with your accountant.

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.