Real Estate Agent Commission, Lead Source and Expense 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. Edit the lists and the drop-downs follow.

The example file is filled with fictional closings, commissions 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 (4 minutes):

1. Settings: your lead sources (up to 15), your expense categories (up to 15), the year (E2), the tax set-aside % (E4), the check date (E6) and your brokerage split % (E8: 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 E8. Net commission = gross - split - referral fee. Commission not received yet is highlighted and totalled as unpaid.

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, expenses, profit and tax set-aside by month; every lead source with closings, volume, net commission and net per closing; the net commission still unpaid.

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 or legal advice. Keep client names out of it if you prefer: an address or a first name is enough.

Help:

Something wrong, or a column you need? Message us; 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.