

RENTAL DASHBOARD GUIDE

4.0 - 6/2/24

Spreadsheets Reimagined



SpreadWiseCo™

BUILT WITH
MICROSOFT
EXCEL

GUIDE OVERVIEW

These tools are designed to be easy to use, with minimal inputs from you, and many outputs from us. Follow each tool guide closely. There are normally only a few true steps within the guide, but the rest is information to help you along the way.

GUIDE LEGEND


GUIDE POINTERS

NEED TO KNOW

NICE TO KNOW

FOR THOSE READY TO JUMP IN QUICKLY



YOU CAN SKIP AND COME BACK 



DON'T SKIP!

USER INPUTS

INPUT BOX

DROP DOWN MENU

PASSWORD

- Tabs are locked to prevent accidental formula errors. Password: "swc"
- Use with discretion. Formulas and setups are extremely complex.

1 - GETTING STARTED



THIS JOURNEY BEGINS WITH THE DASHBOARD

MONTHLY RENTAL INCOME BOOKKEEPING DASHBOARD

Dashboard Inputs

Choose Your Currency

USD

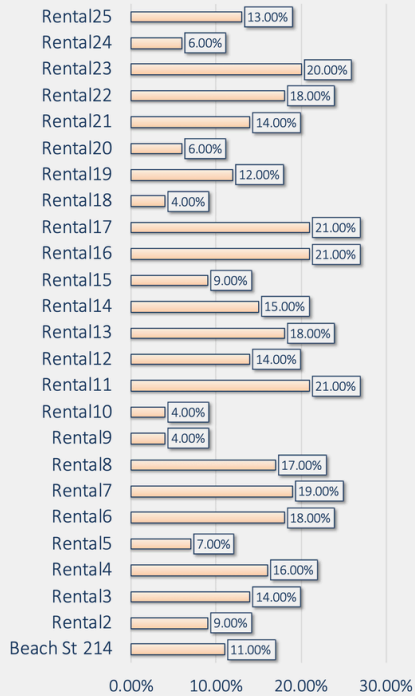
Period Start Date (dd/mm/yyyy)

1/1/2023

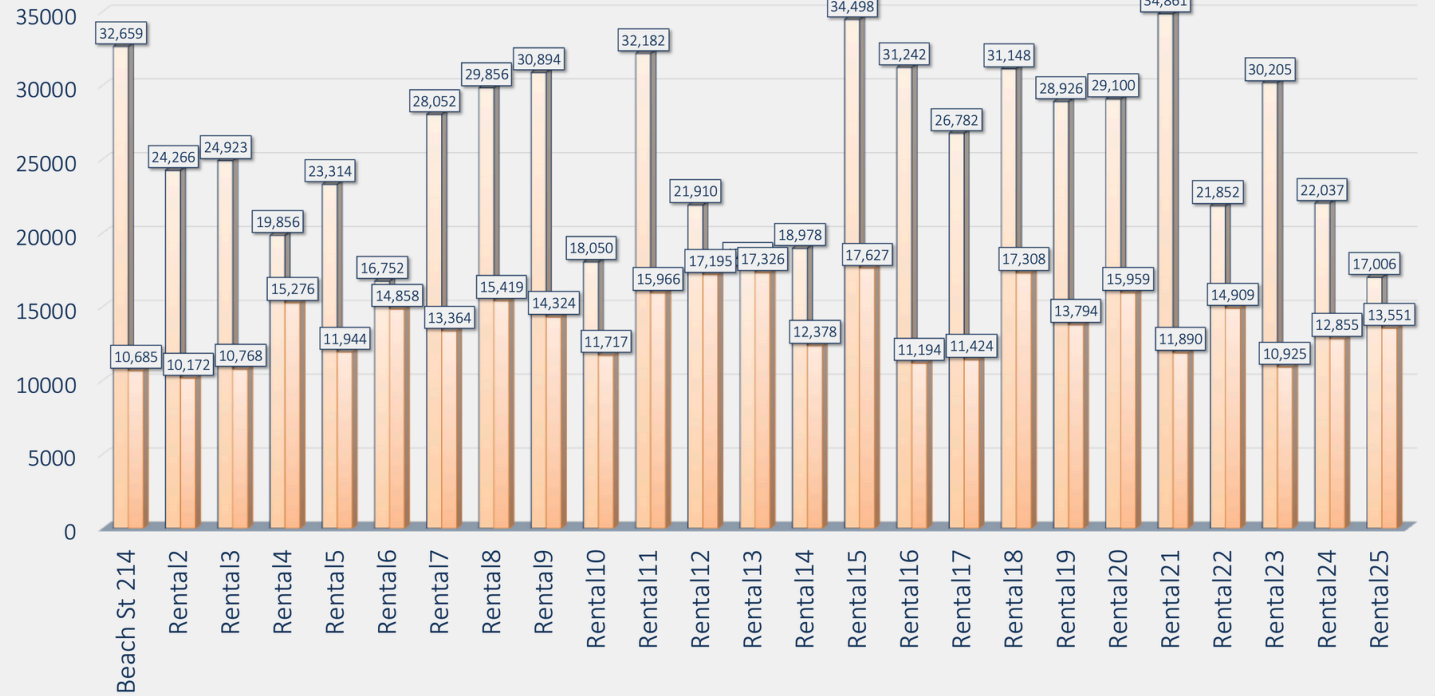
Period End Date (dd/mm/yyyy)

12/31/2024

Period Vacancy Rate



Period Income Vs Expenses



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- Built With **Microsoft Excel**
- NOT Optimized For Use With **Google Sheets**

\$ USD, € EUR, £ GBP



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2 - DASHBOARD INPUTS



SELECT YOUR CURRENCY
THIS WILL SET THE CURRENCY FOR THE ENTIRE WORKBOOK

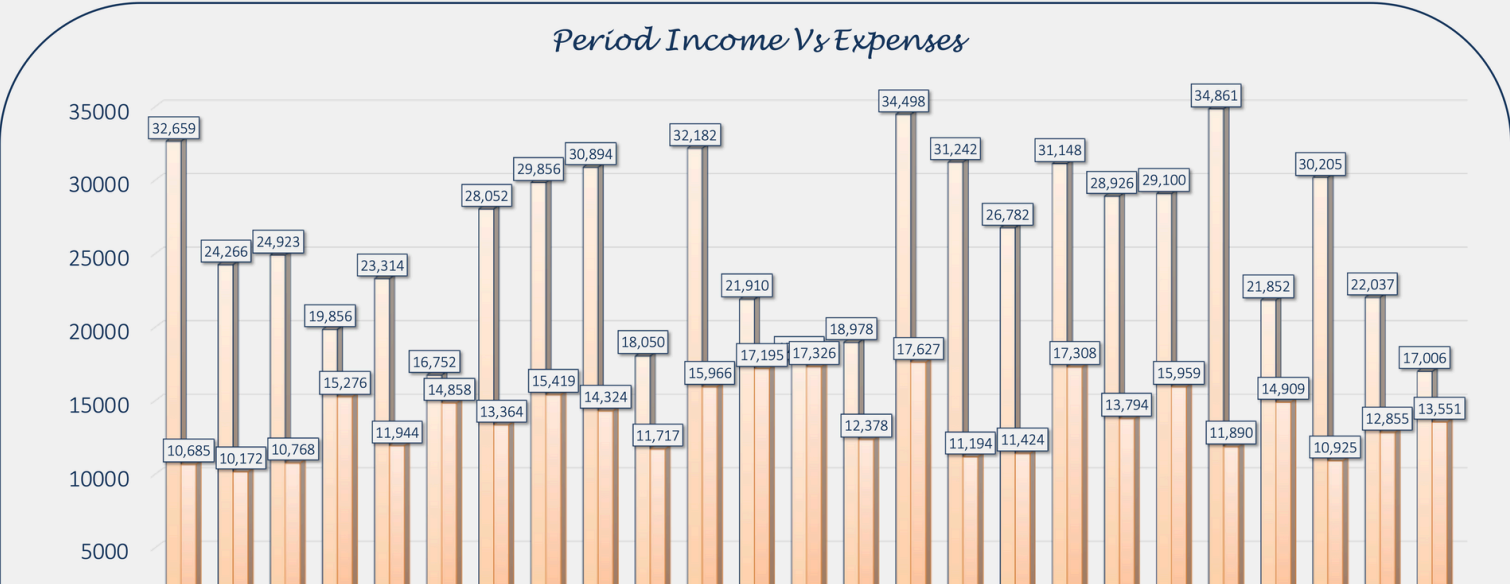
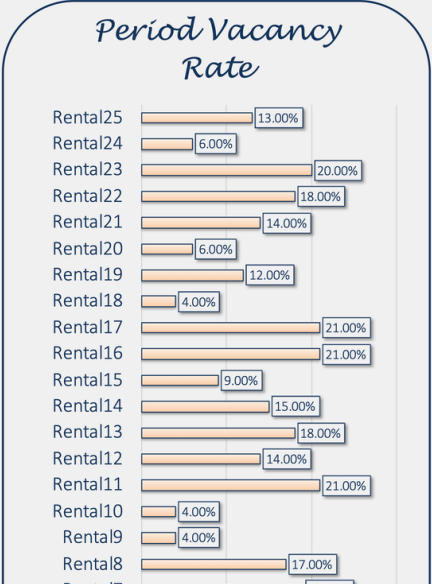
SET YOUR TIME FRAME THAT YOU WANT THE GRAPHS TO DISPLAY. **YOU CAN CHANGE THIS AT ANY TIME**

MONTHLY RENTAL INCOME BOOKKEEPING DASHBOARD

Dashboard Inputs

Choose Your Currency **USD**

Period Start Date (dd/mm/yyyy) 1/1/2023
Period End Date (dd/mm/yyyy) 12/31/2024



3 - RENTAL TAB SETUP



RENTAL IN

- SET YOUR PROPERTY NAME
- MONTHLY RENT TARGET
- RENTAL SQUARE FEET

- FINANCING DETAILS
 - IF NOT FINANCED, SET LOAN AMOUNT TO \$0

Rental Name	Beach St 214
Monthly Rent Amount	\$ 2,100.00
Rental Square Feet	1690

Rental Financing	
Original Loan Amount	\$ 200,000.00
Interest Rate	5.00%
Loan Term (Months)	360

Property Taxes & Insurance	
*Annual Taxes	\$ 8,100.00
*Annual Insurance	\$ 2,400.00

ANNUAL PROPERTY TAXES & INSURANCE

Annual Fin
Annual Tax &
Shared An
<i>Include in Ex</i>
Dashbo
Rent & Fee
Expen
Revenue
Net Inc
Vacancy



FINANCES

LINK TO DASHBOARD
Yes

Rental Property Valuation	
Property Balance	\$ 100,000.00
Property Value	\$ 250,000.00
Net Equity	\$ 150,000

- PRINCIPAL LOAN BALANCE
- CURRENT MARKET VALUE



5 - RENTAL TAB - RENTAL INCOME



SET THE MONTH TO START TRACKING RENTAL INCOME

MONTHLY RENTAL REVENUE

MONTHLY FEE REVENUE

IF THE RENTAL WAS VACANT FOR THAT MONTH, SET TO YES

RENTAL INCOME TRACKING					
#	Month - Year	Rental Revenue	Fee Revenue	Vacant? (Yes/No)	Comments
1	January-23	\$ 2,100.00	\$ -		
2	February-23	\$ 2,100.00	\$ -		
3	March-23	\$ 2,100.00	\$ -		
4	April-23	\$ 2,100.00	\$ -		
5	May-23	\$ -	\$ -	Yes	
6	June-23	\$ 2,100.00	\$ -		
7	July-23	\$ 2,100.00	\$ -		
8	August-23	\$ 2,100.00	\$ -		
9	September-23	\$ 2,100.00	\$ -		
10	October-23	\$ 2,100.00	\$ -		
11	November-23	\$ 2,100.00	\$ -		
12	December-23	\$ 2,100.00	\$ -		
13	January-24	\$ -	\$ -	Yes	
14	February-24	\$ -	\$ -	Yes	
15	March-24	\$ 2,100.00	\$ -		
16	April-24	\$ 2,100.00	\$ 25.00		Late Fee
17	May-24	\$ 2,100.00	\$ 125.00		Pet Fee
18	June-24				
19	July-24				
20	August-24				
21	September-24				
22	October-24				
23	November-24				
24	December-24				



6 - RENTAL TAB - RENTAL INCOME



USE THIS TABLE TO RECORD ANY EXPENSES OCCURRED FOR THE RENTAL PROPERTY

USE THE DROP DOWN MENU TO SELECT THE TAX CATEGORY FOR THE EXPENSE ITEM

RENTAL EXPENSE TRACKING							
#	Date (mm/dd/yyyy)	Short Description	Contractor, Vendor, Etc	Tax Category	Total Cost	Receipt Filed	Comments
1	2/1/23	Refridgerator	Lowes	Office Expenses	\$ 2,500.00	Yes	
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							



7 - RENTAL OVERHEAD EXPENSES



USE THIS TAB TO RECORD EXPENSES THAT APPLY TO ALL OF YOUR RENTAL UNITS, BUT ARE PAID AS ONE. **IF YOU RECORD EXPENSES HERE, DO NOT RECORD THE SAME EXPENSES ON THE INDIVIDUAL RENTAL TABS

EXAMPLES

- LAWN CARE
- INSURANCE POLICIES
- MAINTENANCE CONTRACTS

THIS IS A CUSTOMIZABLE TAX CATEGORY LIST, WHICH SETS THE TAX CATEGORY MENU FOR ALL RENTAL EXPENSE TRACKING

LIST YOUR TOTAL # OF RESIDENTIAL RENTALS YOU WANT THE OVERHEAD COSTS TO APPLY TO

AUTOMATIC SPLIT OF OVERHEAD EXPENSES ACROSS YOUR RENTAL UNITS

SHARED RENTAL BUSINESS OVERHEAD

Total Rental Units

Dashboard-Time-Period OH Allocation Per Unit \$ 4,000.00

Average Monthly Cost Per Unit \$ 162.56

USD

1/1/2023

12/31/2024

Tax Category (Drop Down List)

- Vehicle
- Home Office
- Communications
- Supplies
- Office Expenses
- Startup Costs
- Assets
- Advertising
- Legal / Professional
- Other

***If expenses are shared across multiple rental units, you can instead use this tab to document those expenses, and they will be automatically evenly allocated to each property.*

***Sets the drop down list in all rental tabs*

RENTAL OVERHEAD EXPENSE TRACKING

#	Date (mm/dd/yyyy)	Short Description	Contractor, Vendor, Etc	Tax Category	Total Cost	Receipt Filed	Comments
1	3/31/24	Business License		Other	\$ 1,500.00	Yes	Business Licensing for City
2	5/31/24	Property Maintenance Contract		Other	\$ 2,000.00	Yes	
3	7/31/24	Lawn Care Service	Palmetto Lawn	Other	\$ 3,500.00	Yes	Annual contract Fee
4	8/31/24	LLC		Legal / Professional	\$ 1,000.00	Yes	Annual Service
5							
6							
7							
8							
9							



8 - OVERHEAD EXPENSES IN RENTAL TAB



THIS QUICK SELECTION MENU ALLOWS YOU TO TOGGLE THE OVERHEAD EXPENSE ALLOCATION ON & OFF WITHIN THAT RENTALS' TOTAL EXPENSE CALCULATION. WHY?

- GIVES YOU FLEXIBILITY TO SEE YOUR NET MONTHLY INCOME WITH AND WITHOUT THE ADDITIONAL OVERHEAD

OVERHEAD EXPENSE ALLOCATION

Monthly Financing	\$	1,074
Monthly Tax & Insurance	\$	300
Monthly Overhead	\$	163
<i>Include in Expense?</i>	<input checked="" type="checkbox"/> Yes	
Avg Dashboard-Time-Period Performance		
Monthly Revenue	\$	1,738
Monthly Expenses	\$	1,638
Revenue / Sq Ft	\$	1.03
Net Monthly Income	\$	101
Average Vacancy Rate	12.50%	



THIS LINK BUTTON IS WHAT TIES THE RENTAL TAB DATA TO YOUR OVERALL DASHBOARD. OUR DASHBOARD SUPPORTS 25 RENTALS LINKED AT ANY GIVEN TIME. **HOWEVER, YOU CAN HAVE MANY MORE RENTAL TABS THAN 25...**

RENTAL INCOME & EXPENSES

Rental Name	Beach St 214
Monthly Rent Amount	\$ 2,100.00
Total Square Feet	1690

Rental Financing	
Total Loan Amount	\$ 200,000.00
Interest Rate	5.00%
Term (Months)	360

Property Taxes & Insurance	
Annual Taxes	\$ 2,500.00
Annual Insurance	\$ 1,100.00

Monthly Financing	\$ 1,074
Monthly Tax & Insurance	\$ 300

Monthly Overhead	\$ 163
Include in Expense?	Yes

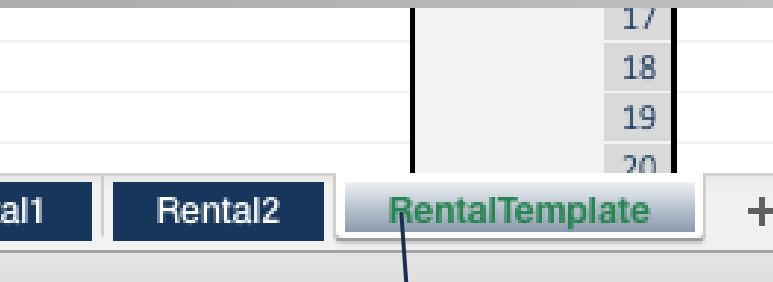
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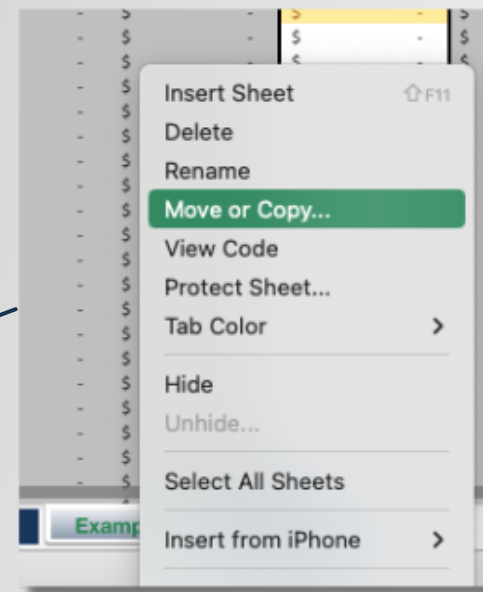
LINK TO DASHBOARD
Yes

Rental Property Valuation	
Property Balance	\$ 100,000.00
Property Value	\$ 250,000.00
Net Equity	\$ 150,000

10 - ADDING RENTAL TABS



- 1. RIGHT CLICK ON THE RENTAL TEMPLATE, & MAKE A COPY...OR HOWEVER MANY COPIES YOU NEED.
- 2. RIGHT CLICK AND CHANGE THE NAME OF THE TAB.



- 3. SET THE TAB NAME TO MATCH THE NEXT RENTAL TAB NUMBER FROM THE DATA TABLE TAB EXACTLY.
- 4. LINK THE TAB (IF NOT ALREADY), THEN YOU'RE DONE!

Property Tab
Rental1
Rental2
Rental3
Rental4
Rental5
Rental6
Rental7

IMPORTANT

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