



SpreadWiseCoTM

Spreadsheets Reimagined

RENTAL INCOME & BOOKKEEPING

5.3 - 10/24/2025

INTERACTIVE PDF
GUIDE



BUILT WITH MICROSOFT EXCEL

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PRODUCT FEATURES

SUPPORTS 25+ RENTALS IN ONE DASHBOARD



COMPREHENSIVE RENTAL
BUSINESS OVERHEAD
TRACKING



AUTOMATED RENTAL
PERFORMANCE **METRICS &**
ANALYTICS



ADVANCED **EXPENSE TAX**
FILTERING AND ANALYSIS



DETAILED RENTAL
PROPERTY MANAGEMENT
SYSTEM



COMPREHENSIVE **EXPENSE**
TRACKING & TAX
REPORTING



SIGNATURE **RENTAL**
LINKING FEATURE FOR
PORTFOLIO SCALING



MONTHLY RENTAL INCOME,
EXPENSE, & VACANCY
TRACKING



CUSTOMIZABLE **TAX**
CATEGORIES



BUILT IN **GUIDANCE**
NOTES



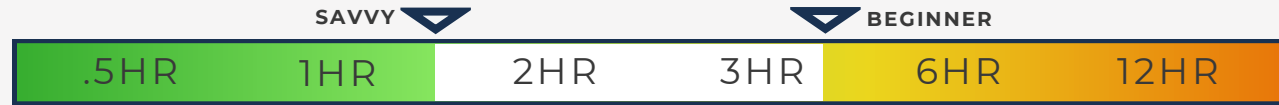
FOUR INTEGRATED
CURRENCIES (**USD, EUR,**
GBP, CAD)



LEARNING CURVE & GUARANTEE

LEARNING CURVE

THIS DASHBOARD'S
ESTIMATED LEARNING
CURVE & SETUP TIME



TOOLS TO HELP



INTERACTIVE PDF
INSTRUCTION GUIDE



DETAILED PRODUCT
TUTORIALS



MICRO-TUTORIALS FOR STANDARD
FEATURES AND FUNCTIONS



OUR GUARANTEE



LOVE IT OR REQUEST A
REFUND. PERIOD.



COMPATIBILITY

SOFTWARE APPLICATION

MICROSOFT EXCEL



GOOGLE SHEETS



APPLE NUMBERS



OPERATING
SYSTEMS



MICROSOFT
WINDOWS



MAC OS PRODUCT WAS BUILT WITH
MS EXCEL 365 FOR MAC

DESKTOP OR
LAPTOP



RECOMMENDED: OUR PRODUCTS ARE OPTIMIZED
FOR DESKTOP / LAPTOP USE

MOBILE



MICROSOFT 365
SHAREPOINT / ONE DRIVE



PHONE OR TABLET
WITH EXCEL APP

- *SOME FONTS MAY SHOW UP DIFFERENTLY*
- *BUILT IN GUIDE NOTES*
 - *LOSE SOME OF THEIR FORMATTING THAT HELPS EMPHASIZE KEY POINTS*
 - *NOTE BOXES MAY LOOK SMALL, AND HARD TO READ WITHOUT ZOOMING IN*
- *SOME CELL TEXT MAY APPEAR TO NOT FIT THE CELL WIDTH*



FILES & TABS

FILES



MS EXCEL
WORKBOOK



PRODUCT PDF GUIDE

WORKBOOK TABS



RENTAL TABS (*X2)



TAX CATEGORIES



RENTAL DATA TABLE &
SUMMARY



DETAILED EXPENSE TRACKER



RENTAL OVERHEAD



PERFORMANCE DASHBOARD

****Includes (2)**
Rental tabs. By
simply making a
copy of the tab, you
can add up to **(25)**.

Enjoy Your Dashboard!



SPREADWISECO LEARN

MICRO TUTORIALS FOR FAQ

CLICK THE LOGOs TO WATCH OUR SHORT TUTORIALS



Using the Provided Passcode to Unlock Tabs In Your Dashboard



Edit Your Tab Names Without Impacting Workbook Function



Correcting "####" & Other Text Visibility With Column Width Adjustments



Adding Tabs That Will Link to Your Data Table & Dashboard



Using the Signature Link Feature to Link & Unlink Tabs In Your Workbook



See Our Other
Tutorials



QUICK NOTES ABOUT THIS GUIDE

GUIDE TEXT BOXES

NEED TO
KNOW

NICE TO
KNOW

SK

YOU CAN SKIP
AND COME BACK

DSK

DON'T SKIP!

PASSWORD

- THE FILE PASSWORD IS INCLUDED IN THE FIRST TAB OF YOUR WORKBOOK.
- USE WITH DISCRETION. FORMULAS AND SETUPS CAN BE EXTREMELY COMPLEX, EVEN FOR THE MOST SAVVY SPREADSHEET USERS.

INTERACTIVE TOOL BAR

WEBSITE

YOUTUBE
CHANNEL

ETSY
SHOP

SPREADWISECO
LEARN

TABLE OF
CONTENTS

PAGE SKIP / DON'T
SKIP FLAG
(SEE ABOVE)

LINKS



LEARN



DSK

THIS JOURNEY BEGINS WITH THE DASHBOARD

MONTHLY RENTAL INCOME BOOKKEEPING DASHBOARD

Dashboard
Inputs

Choose Your Currency

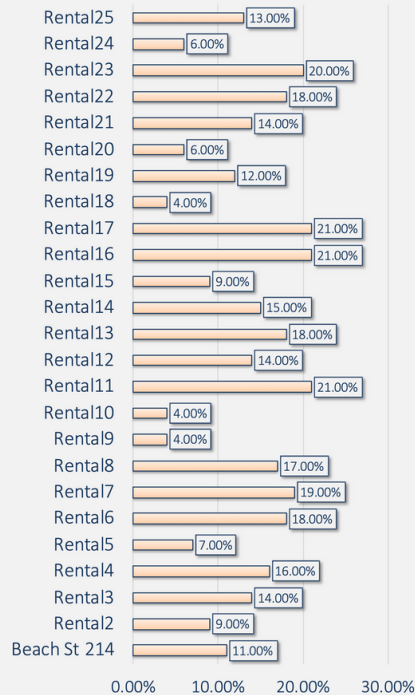
USD

Period Start Date (dd/mm/yyyy)

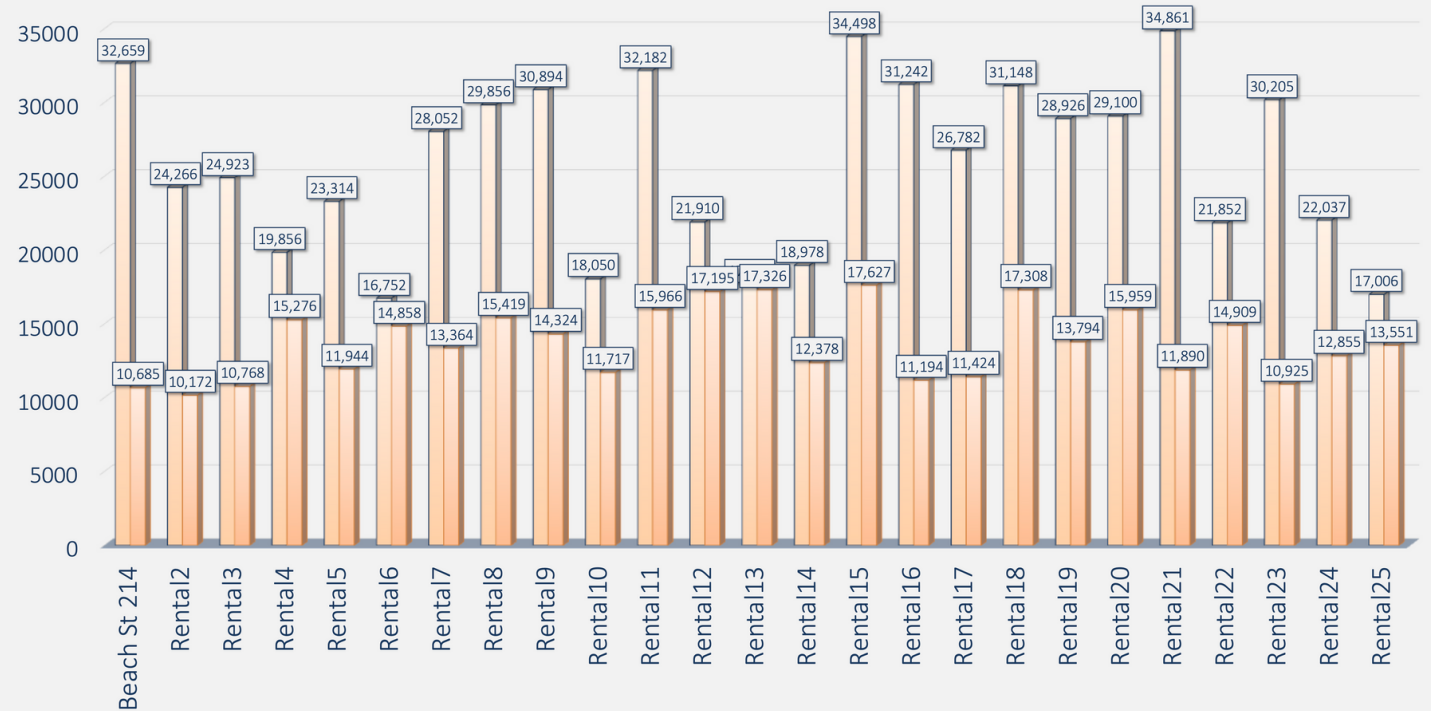
1/1/2023

Period End Date (dd/mm/yyyy)

12/31/2024

Period Vacancy
Rate

Period Income Vs Expenses



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LINKS



LEARN



DSK

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

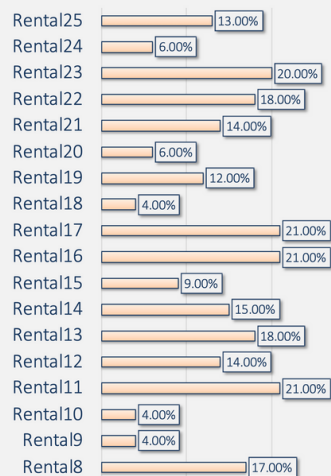
Period Start Date (dd/mm/yyyy)

1/1/2023

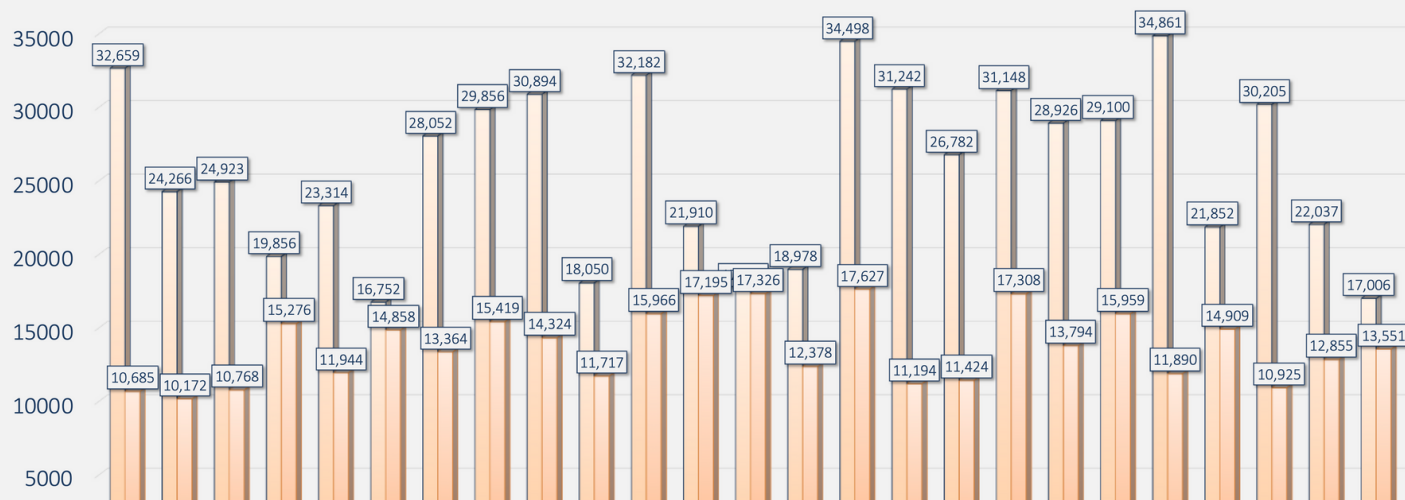
Period End Date (dd/mm/yyyy)

12/31/2024

Period Vacancy Rate



Period Income Vs Expenses



RENTAL OVERHEAD BREAKDOWN

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

EXAMPLES

- LAWN CARE
- INSURANCE POLICIES
- MAINTENANCE CONTRACTS

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

AUTOMATIC
SPLIT OF
OVERHEAD
EXPENSES
ACROSS YOUR
RENTAL UNITS

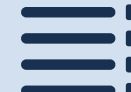
SHARED RENTAL BUSINESS OVERHEAD

Total Rental Units
Average Monthly Cost Per Unit \$ 166.67

USD

RENTAL OVERHEAD BREAKDOWN

#	Short Description	Contractor, Vendor, Etc	Tax Category	Paid 'X' Times / Year	Paid Amount	Annualized Cost	Comments
1	Business License		Other	2	\$ 250.00	\$ 500.00	Business Licensing for City
2	Property Maintenance Contract		Other	1	\$ 1,000.00	\$ 1,000.00	
3	Lawn Care Service	Palmetto Lawn	Other	1	\$ 1,500.00	\$ 1,500.00	Annual contract Fee
4	LLC		Legal / Professional	1	\$ 1,000.00	\$ 1,000.00	Annual Service
5						\$ -	
6						\$ -	
7						\$ -	
8						\$ -	
9						\$ -	
10						\$ -	
11						\$ -	
12						\$ -	
13						\$ -	
14						\$ -	
15						\$ -	
16						\$ -	
17						\$ -	
18						\$ -	
19						\$ -	
20						\$ -	



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

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

ANNUAL PROPERTY TAXES & INSURANCE

Rental Name	Beach St 214
Monthly Rent Amount	\$ 2,200.00
Rental Square Feet	1690
Current Rental Financing	
Original Loan Amount	\$ 200,000.00
Interest Rate	5.00%
Loan Term (Months)	360
Current Property Taxes & Insurance	
**Annual Taxes	\$ 2,500.00
**Annual Insurance	\$ 1,100.00

Rental Property Valuation	
Property Balance	\$ 100,000.00
Property Value	\$ 250,000.00
Current Rent / Sq Ft	\$ 1.30
Current Equity	\$ 150,000

- PRINCIPAL LOAN BALANCE
- CURRENT MARKET VALUE



SET THE MONTH TO
START TRACKING
RENTAL INCOME

MONTHLY RENTAL INCOME

*FOR SOME RENTAL TYPES, YOU
MAY HAVE A SECONDARY INCOME
SOURCE, SUCH AS GOVERNMENT
ASSISSTANCE

RENTAL PAID
STATUS

MONTHLY FEE
REVENUE

MONTHLY INCOME & EXPENSE TRACKING

#	Month - Year	Income Source 1	Income Source 2	Paid Status	Fees Charged	Vacant? (Yes/No)	Total Expenses	Comments
1	August-23	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
2	September-23	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
3	October-23	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
4	November-23	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
5	December-23	\$ -	\$ -		\$ -	Yes	\$ 1,540.00	
6	January-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
7	February-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 4,040.00	
8	March-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
9	April-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
10	May-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
11	June-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
12	July-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
13	August-24	\$ -	\$ -		\$ -	Yes	\$ 1,540.00	
14	September-24	\$ -	\$ -		\$ -	Yes	\$ 1,540.00	
15	October-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
16	November-24	\$ 2,200.00	\$ -	Paid In Full	\$ 25.00	No	\$ 1,540.00	Late Fee
17	December-24	\$ 2,200.00	\$ -	Paid In Full	\$ 128.00	No	\$ 1,540.00	Pet Fee
18	January-25							
19	February-25							
20	March-25							
21	April-25							
22	May-25							



IF THE RENTAL WAS VACANT FOR THAT SET TO **YES**.
OTHERWISE, SET TO **NO**.

MONTHLY INCOME & EXPENSE TRACKING

#	Month - Year	Income Source 1	Income Source 2	Paid Status	Fees Charged	Vacant? (Yes/No)	Total Expenses	Comments
1	August-23	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
2	September-23	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
3	October-23	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
4	November-23	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
5	December-23	\$ -	\$ -		\$ -	Yes	\$ 1,540.00	
6	January-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
7	February-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 4,040.00	
8	March-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
9	April-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
10	May-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
11	June-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
12	July-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
13	August-24	\$ -	\$ -		\$ -	Yes	\$ 1,540.00	
14	September-24	\$ -	\$ -		\$ -	Yes	\$ 1,540.00	
15	October-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
16	November-24	\$ 2,200.00	\$ -	Paid In Full	\$ 25.00	No	\$ 1,540.00	Late Fee
17	December-24	\$ 2,200.00	\$ -	Paid In Full	\$ 128.00	No	\$ 1,540.00	Pet Fee
18	January-25							
19	February-25							
20	March-25							
21	April-25							
22	May-25							



DETAILED EXPENSE TRACKER

USE THIS TABLE TO RECORD ANY UNPLANNED OR MISCELLANEOUS EXPENSES FOR EACH RENTAL PROPERTY

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

DETAILED EXPENSE LOG								
#	Property	Date (mm/dd/yyyy)	Short Description	Contractor, Vendor, Etc	Tax Category	Total Cost	Receipt Filed	Comments
1	214 Beach Street	2/1/24	Refridgerator	Lowes	Office Expenses	\$ 2,500.00	Yes	
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

Property Total	\$ 2,500.00
Tax Categories	Tax Category Total
Vehicle	\$ -
Home Office	\$ -
Communications	\$ -
Supplies	\$ -
Office Expenses	\$ 2,500.00
Startup Costs	\$ -
Assets	\$ -
Advertising	\$ -
Legal / Professional	\$ -
Other	\$ -
	\$ -
	\$ -
	\$ -
	\$ -



DETAILED EXPENSE TRACKER

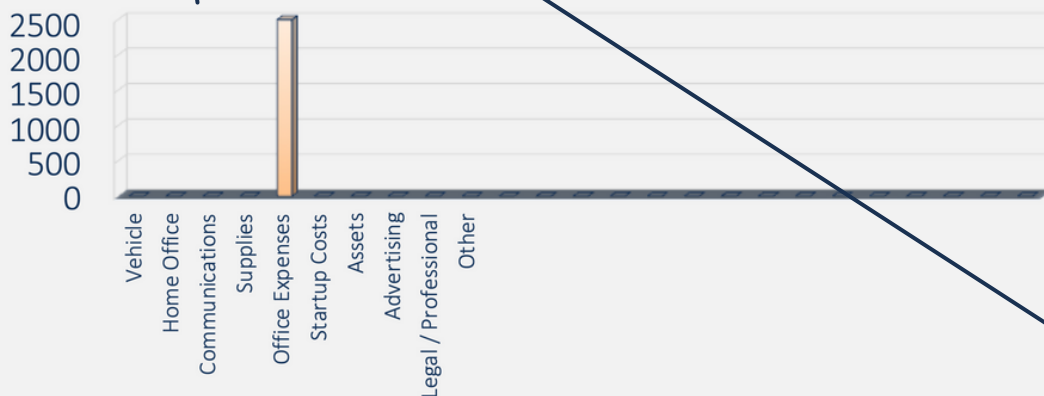
TAX FILTER RESULTS

USE THE DATES AND FILTER TO
REVIEW YOUR EXPENSE
BREAKDOWN BY TAX CATEGORY

DETAILED EXPENSE TRACKING

USD

Expenses By Tax Category



Tax Filter Start

1/1/2024

Tax Filter End

12/31/2024

Property Filter

214 Beach Street

DETAILED EXPENSE LOG

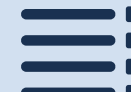
#	Property	Date (mm/dd/yyyy)	Short Description	Contractor, Vendor, Etc	Tax Category	Total Cost	Receipt Filed	Comments
1	214 Beach Street	2/1/24	Refridgerator	Lowes	Office Expenses	\$ 2,500.00	Yes	
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

Property Total	\$	2,500.00
Tax Categories	Tax Category Total	
Vehicle	\$	-
Home Office	\$	-
Communications	\$	-
Supplies	\$	-
Office Expenses	\$	2,500.00
Startup Costs	\$	-
Assets	\$	-
Advertising	\$	-
Legal / Professional	\$	-
Other	\$	-
	\$	-
	\$	-
	\$	-
	\$	-

LINKS



LEARN



DSK

RENTAL TAB - MONTHLY EXPENSES

ON EACH RENTAL TAB, YOU'LL GET A FINANCING, TAX, & OH SUMMARY. USE THIS, ALONG WITH YOUR DETAILED EXPENSE TRACKING TO POPULATE YOUR TOTAL EXPENSES BY MONTH FOR EACH RENTAL

Monthly Financing	\$	1,074
Monthly Tax & Insurance	\$	300
Monthly Overhead	\$	167

MONTHLY EXPENSE TRACKING

MONTHLY INCOME & EXPENSE TRACKING								
#	Month - Year	Income Source 1	Income Source 2	Paid Status	Fees Charged	Vacant? (Yes/No)	Total Expenses	Comments
1	August-23	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
2	September-23	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
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4	November-23	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
5	December-23	\$ -	\$ -		\$ -	Yes	\$ 1,540.00	
6	January-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
7	February-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 4,040.00	
8	March-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
9	April-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
10	May-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
11	June-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
12	July-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
13	August-24	\$ -	\$ -		\$ -	Yes	\$ 1,540.00	
14	September-24	\$ -	\$ -		\$ -	Yes	\$ 1,540.00	
15	October-24	\$ 2,200.00	\$ -	Paid In Full	\$ -	No	\$ 1,540.00	
16	November-24	\$ 2,200.00	\$ -	Paid In Full	\$ 25.00	No	\$ 1,540.00	Late Fee
17	December-24	\$ 2,200.00	\$ -	Paid In Full	\$ 128.00	No	\$ 1,540.00	Pet Fee
18	January-25							
19	February-25							
20	March-25							
21	April-25							
22	May-25							



YOU'LL GET TWO PERFORMANCE
BREAKDOWN TABLES

- 1.) PERFORMANCE BASED ON YOUR
DASHBOARD TIME PERIOD SELECTION
- 2.) PERFORMANCE FOR ALL TIME

PROFIT VALUES WILL EITHER BE GREEN
OR RED, DEPENDING ON OVERALL
PERFORMANCE.

Avg Time-Period Performance	
Start	8/1/2023
End	12/31/2025
Avg Monthly Income	\$ 1,821
Avg Monthly Expenses	\$ 1,687
Net Monthly Profit	\$ 134
Average Vacancy Rate	17.65%
All Time Performance	
Income	\$ 30,953
Expenses	\$ 28,680
Net Profit	\$ 2,273
Vacancy	17.65%



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...**

214

Performance

8/1/2023

12/31/2025

1,821

1,687

134

17.65%

Performance

30,953

28,680

2,273

17.65%

LINK TO
DASHBOARD

Yes



RentalOverhead

Rental1

Rental2

RentalTemplate

1.) RIGHT CLICK ON THE TEMPLATE & MAKE A COPY, OR HOWEVER MANY COPIES YOU NEED.

2.) RIGHT CLICK ON THE NEW TAB TO CHANGE THE NAME OF THE TAB.

3.) SET THE TAB NAME TO MATCH THE NEXT SEQUENTIAL PROPERTY TAB NUMBER FROM THE DASHBOARD EXACTLY.

- ONCE THE TAB IS ADDED AND RENAMED, IT WILL AUTO-LINK TO YOUR DASHBOARD AND DATA TABLE

Insert Sheet

Delete

Rename

Move or Copy...

View Code

Protect Sheet...

Tab Color

Hide

Insert Sheet

Delete

Rename

Move or Copy...

View Code

Protect Sheet...

Tab Color

Property Tab

Rental1

Rental2

Rental3

Rental4

Rental5

Rental6

Rental7

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