Rent Roll

Snapshot of every unit on one date

PROPERTY ADDRESS	RENT ROLL AS OF
OWNER	MONTH

Unit	Tenant(s)	Status	Lease start	Lease end	Rent	Deposit	Paid	Balance	Notes

SUMMARY

TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	OCCUPANCY RATE (%)
SCHEDULED RENT, OCCUPIED ($)	COLLECTED THIS MONTH ($)	TOTAL BALANCE DUE ($)	DEPOSITS HELD ($)

Occupancy rate = occupied units / total units. Balance = monthly rent - paid this month. Save a copy every month and keep each tenant's payment history in a rent ledger. Excel version: simplerentledger.com/rent-roll-template/