Rent Roll

FOR LANDLORDS IN THE UNITED STATES

A snapshot of every unit in your portfolio: who lives there, what they pay and what they owe. This condensed PDF holds 30 units. For more units, or automatic balances, lease alerts and totals, use the Excel version.

How to use: enter the report date, then one row per unit. Write balances and totals in by hand, or copy them from the Excel version. Definitions are on the last page.

OWNER / PORTFOLIO _____ RENT ROLL AS OF _____

PREPARED BY _____ DATE PREPARED _____

Units 1 to 8

PROPERTY / UNIT	STATUS	TENANT NAME(S)	LEASE START	LEASE END	MARKET RENT ($)	LEASE RENT ($)	DEPOSIT HELD ($)	PAID THIS MONTH ($)	BALANCE DUE ($)	NOTES

Units 9 to 24

PROPERTY / UNIT	STATUS	TENANT NAME(S)	LEASE START	LEASE END	MARKET RENT ($)	LEASE RENT ($)	DEPOSIT HELD ($)	PAID THIS MONTH ($)	BALANCE DUE ($)	NOTES

Units 25 to 30

PROPERTY / UNIT	STATUS	TENANT NAME(S)	LEASE START	LEASE END	MARKET RENT ($)	LEASE RENT ($)	DEPOSIT HELD ($)	PAID THIS MONTH ($)	BALANCE DUE ($)	NOTES

Portfolio totals

Fill in by hand, or copy from the Excel Summary sheet.

TOTAL UNITS		OCCUPIED UNITS	
VACANT UNITS		GROSS POTENTIAL RENT ($)	
SCHEDULED RENT ($)		PAYMENTS RECEIVED ($)	
TOTAL OUTSTANDING ($)		DEPOSITS HELD ($)	

LEGAL NOTES

How to fill it in: One row per unit; a single-family home is one row, with Main as the unit. Notice given counts as occupied until the tenant moves out. Balance due includes anything carried over from earlier months. Keep a former tenant's unpaid balance in their tenant ledger. Check every row against your leases and bank records before sharing it.

What the totals mean: Gross potential rent: market rent for every unit, vacant ones included. Scheduled rent: monthly base rent on occupied units. Payments received: everything paid this month, which can include arrears, fees and advance payments. These are this template's own definitions; lenders may differ.

DATA PROTECTION

A rent roll contains tenant names and payment details. Share it only with people who need it, such as your lender, buyer or accountant. Lenders may ask for a signed or certified copy and supporting records.

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