Rental Property Expense Spreadsheet Template (Free Excel)

Landlords who don't track rental income and expenses throughout the year spend an average of 9 hours reconstructing records at tax time — and miss $2,100 in deductible expenses they couldn't document. This free Excel and Google Sheets template captures every income source, every deductible expense category, and generates the summary your accountant needs in 15 minutes.

7 min read · Updated 2026-04-21

The IRS requires landlords to report rental income and deduct rental expenses on Schedule E (Supplemental Income and Loss). The average landlord with one rental property can deduct $8,000–$15,000 in expenses annually — mortgage interest, property taxes, insurance, repairs, depreciation, management fees, and more. Landlords who don't track these categories throughout the year miss an average of $2,100 in legitimate deductions because they can't reconstruct them at tax time.

What Is a Rental Property Expense Spreadsheet?

A rental property expense spreadsheet is a financial tracking tool that records all income received from and expenses paid for a rental property, organized by category and date. At year end, it produces the summary data your accountant or tax software needs to complete Schedule E — and throughout the year, it shows you whether each property is generating positive cash flow.

A well-designed spreadsheet tracks:

- Rental income by unit and month
  - All IRS-deductible expense categories (Schedule E lines 5–20)
    - Non-deductible capital expenditures (improvements that must be depreciated)
      - Net operating income and cash flow per property

When to Use This Template

- **From day one of owning a rental** — Retroactive record reconstruction is error-prone and audit-risky
  - **When converting from shoe-box receipts** — Set up the spreadsheet for the current tax year and scan past receipts
    - **For each property you own** — Run a separate tab or separate file per property, not one combined ledger
      - **When evaluating whether to sell** — A complete income/expense history is required for capital gains calculation

Deductible Expense Categories (IRS Schedule E)

These are the categories your spreadsheet must track. All are deductible in the year incurred unless they are capital improvements (which must be depreciated over 27.5 years for residential property under MACRS):

| IRS Category | Examples | |---|---| | Advertising | Zillow listings, Craigslist fees, yard signs, photography | | Auto and travel | Mileage to/from property at IRS rate ($0.67/mile in 2024), travel for inspections | | Cleaning and maintenance | Landscaping, cleaning between tenants, routine repairs | | Commissions | Leasing agent commissions, referral fees | | Insurance | Hazard insurance, liability insurance, landlord policy premiums | | Legal and professional fees | Attorney fees, CPA fees, eviction court costs | | Management fees | Property management company monthly fees (typically 8–12% of rent) | | Mortgage interest | Interest portion of your mortgage payment only (not principal) | | Other interest | HELOC interest used for the property, construction loan interest | | Repairs | Plumber, electrician, HVAC repair, replacing broken appliances | | Supplies | Cleaning supplies, lockboxes, tools used for the property | | Taxes | Property taxes, local rental taxes or registration fees | | Utilities | Water, gas, electric, trash if landlord-paid | | Depreciation | Calculated separately on Form 4562; building value ÷ 27.5 years |

Capital improvements (NOT immediately deductible): New roof, new HVAC system, addition, new flooring — these must be capitalized and depreciated. Track them separately.

Rental Property Expense Spreadsheet Template

This spreadsheet template is designed for one property per file. Duplicate for additional properties.

TAB 1: ANNUAL SUMMARY

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | TOTAL | |---|---|---|---|---|---|---|---|---|---|---|---|---|---| | **INCOME** | | | | | | | | | | | | | | | Base Rent | [RENT] | ... | | | | | | | | | | | =SUM() | | Late Fees | | | | | | | | | | | | | =SUM() | | Pet Rent | | | | | | | | | | | | | =SUM() | | Other Income | | | | | | | | | | | | | =SUM() | | **TOTAL INCOME** | =SUM() | ... | | | | | | | | | | | **=SUM()** | | | | | | | | | | | | | | | | | **EXPENSES** | | | | | | | | | | | | | | | Advertising | | | | | | | | | | | | | =SUM() | | Auto/Travel | | | | | | | | | | | | | =SUM() | | Cleaning/Maintenance | | | | | | | | | | | | | =SUM() | | Insurance | | | | | | | | | | | | | =SUM() | | Legal/Professional | | | | | | | | | | | | | =SUM() | | Management Fees | | | | | | | | | | | | | =SUM() | | Mortgage Interest | | | | | | | | | | | | | =SUM() | | Repairs | | | | | | | | | | | | | =SUM() | | Supplies | | | | | | | | | | | | | =SUM() | | Property Taxes | | | | | | | | | | | | | =SUM() | | Utilities | | | | | | | | | | | | | =SUM() | | Other Expenses | | | | | | | | | | | | | =SUM() | | **TOTAL EXPENSES** | =SUM() | ... | | | | | | | | | | | **=SUM()** | | | | | | | | | | | | | | | | | **NET OPERATING INCOME** | =Income-Exp | ... | | | | | | | | | | | **=SUM()** | | Mortgage Principal | | | | | | | | | | | | | =SUM() | | **CASH FLOW** | =NOI-Principal | ... | | | | | | | | | | | **=SUM()** |

TAB 2: TRANSACTION LOG

| Date | Description | Category | Vendor/Payee | Amount | Receipt # | Notes | |---|---|---|---|---|---|---| | [DATE] | [DESCRIPTION] | [CATEGORY] | [VENDOR] | $[AMOUNT] | [#] | [NOTES] |

TAB 3: CAPITAL IMPROVEMENTS

| Date | Description | Cost | Useful Life | Annual Depreciation | Year Placed in Service | |---|---|---|---|---|---| | [DATE] | [IMPROVEMENT] | $[COST] | 27.5 years | =$Cost/27.5 | [YEAR] |

TAB 4: PROPERTY INFORMATION

| Field | Value | |---|---| | Property Address | [ADDRESS] | | Purchase Date | [DATE] | | Purchase Price | $[AMOUNT] | | Building Value (for depreciation) | $[AMOUNT] | | Land Value (not depreciable) | $[AMOUNT] | | Annual Depreciation | =$Building/27.5 | | Monthly Rent | $[AMOUNT] | | Property Management Company | [NAME] | | Insurance Policy # | [NUMBER] | | Mortgage Lender | [NAME] | | Mortgage Account # | [NUMBER] |

Need Help Tracking Your Rental Property Finances?

Our vetted property management VAs maintain your income and expense records year-round — so tax season is a one-hour review, not a month of scrambling.

```jsx <form action="/api/lead" method="POST" className="cta-form"> <input type="hidden" name="source_page" value="/resources/templates/rental-property-expense-spreadsheet-template" /> <input type="text" name="name" placeholder="First name" required /> <input type="email" name="email" placeholder="Email address" required /> <input type="url" name="site" placeholder="Property website or portfolio URL" /> <button type="submit">Get My Free VA Consultation</button> </form> ```

How to Customize This Template

Separating repairs from capital improvements: This is the single most important accounting distinction for landlords. A repair restores something to its original condition (replacing a broken window, fixing a leaking pipe) — fully deductible in the year paid. A capital improvement adds value or extends the useful life of the property (replacing all windows, installing a new HVAC system, adding a deck) — must be capitalized and depreciated over 27.5 years. If you misclassify a $12,000 roof replacement as a repair, the IRS can disallow the deduction and assess back taxes plus penalties.

Tracking mileage correctly: You can deduct miles driven to and from your rental property for inspections, repairs, and tenant-related business at the IRS standard mileage rate ($0.67/mile in 2024). Use a mileage log app or a simple date/destination/miles spreadsheet. The IRS requires contemporaneous records — reconstructed mileage logs from memory are rarely accepted in audit.

Depreciation timing: You begin depreciating a rental property in the month it is
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first placed in service (available for rent), not the month you purchased it. Use IRS Form 4562 to calculate depreciation; your accountant should handle this for the first year. The annual depreciation amount goes in the Depreciation line of Schedule E and significantly reduces your taxable rental income.

Common Mistakes

Combining personal and rental expenses — Using a personal credit card or bank account for rental expenses makes record-keeping exponentially harder at tax time. Open a dedicated bank account and credit card for each rental property. Every transaction in that account is rental-related; your personal account is personal.

Missing the home office deduction — If you manage your rental portfolio from a home office used exclusively for that purpose, you may be able to deduct a portion of your home expenses (mortgage interest, utilities, insurance) as a rental business expense. Most self-managing landlords miss this because they don't realize it applies to rental activities.

Not saving receipts for repairs under $500 — Small repairs add up: a $45 filter here, a $120 plumbing part there. Landlords who throw away receipts under some mental threshold miss $800–$1,500 in legitimate deductions annually. Set a rule: every receipt goes in the file, no minimum.

Related Resources

- Property Management Checklist for Landlords (/resources/checklists/property-management-checklist) — Ongoing landlord responsibilities
  - Rental Property Maintenance Checklist (/resources/checklists/rental-property-maintenance-checklist) — Track repair needs that generate expenses
    - New Landlord Checklist (/resources/checklists/new-landlord-checklist) — Full setup checklist including financial record setup
      - All Resources (/resources/) — Complete library of templates, checklists, and guides