

Property Address: (INSERT ADDRESS HERE)  
 2024 Rent Roll

Unit #	Sq. ft.	Lease Type	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Total	Rent / sq. ft. / year	Notes
Example (delete)	1,000	Gross	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 12,000	\$12.00	
Example (delete)	1,000	Triple-net (NNN)	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 12,000	\$12.00	
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<b>Total Rent</b>			<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$24,000</b>		

**Instructions:** After removing sample data, use the table above to record 2024 rental income collected on a per-unit basis. Record vacancies by placing a "0" in any months the unit was vacant. Formulas in Columns Q-R, and Row 19 will update automatically.

**Sq. ft.:** Use "net rentable" or "livable" square feet.

**Lease Type:** Select "Gross" if taxes, insurance, and utilities are paid by the property owner, Triple-net (NNN) if paid by the tenant. For multi-family properties, this field can be left blank or "Gross". If Other, please describe.