

Rent Schedule - Multi-Property

Track rental income, payments received, and outstanding rent across multiple properties.

HOW TO USE

1. Go to the Rent Schedule tab and enter your name and tax year at the top.
2. For each property, enter the property reference, address, tenant name, tenancy start date, and monthly rent.
3. Annual expected rent calculates automatically (monthly rent multiplied by 12).
4. Enter the YTD amount received to date. Outstanding calculates automatically.
5. Update the Status (Current, Vacant, Notice given, Expired) and last payment date.
6. The band at the top shows occupied properties, total annual rent, YTD received, and outstanding.

CLEARING THE SAMPLE DATA

The blue cells contain example data. Select them and press Delete to start with your own properties. Calculated columns update automatically.

REMOVING THE FOOTER CREDIT

A small OpenSheets credit prints in the page footer. You are welcome to keep it. To remove it, go to Page Layout, then Page Setup, then the Header/Footer tab.

NOTES

Blue cells are your inputs. White cells are calculated. Do not type over the white cells. The sheet is protected so only blue cells can be edited.

Free template from

[OpenSheets.co.uk](https://www.opensheets.co.uk)

Professional spreadsheet templates for UK small businesses.

Going digital for Making Tax Digital?

[aligned.tax](https://www.aligned.tax)

MTD for Income Tax bridging and compliance for sole traders and landlords.

Rent Schedule - Multi-Property

Landlord name:

Tax year:

Add your logo here

PROPERTIES		ANNUAL RENT				YTD RECEIVED		OUTSTANDING		
6		£85,200.00				£43,900.00		£41,300.00		
Property Ref	Property Address	Tenant Name	Tenancy Start	Monthly Rent £	Annual Expected £	YTD Received £	Outstanding £	Status	Last Payment Date	Notes
PROP-01	12 Maple Street, London E1 2AB	James Carter	01/01/2025	£1,450.00	£17,400.00	£7,250.00	£10,150.00	Current	01/06/2025	Long-term tenant
PROP-02	45 Oak Avenue, Bristol BS1 4TR	Sarah Mitchell	01/03/2025	£950.00	£11,400.00	£3,800.00	£7,600.00	Current	01/06/2025	
PROP-03	8 Birch Close, Leeds LS2 9AB	David Thompson	01/06/2024	£800.00	£9,600.00	£9,600.00	-	Current	01/06/2025	Renewed in May
PROP-04	22 Elm Road, Manchester M1 3QR	Emma Davies	01/09/2024	£1,100.00	£13,200.00	£11,000.00	£2,200.00	Current	01/06/2025	
PROP-05	3 Pine Way, Sheffield S1 2AD	Robert Green	01/01/2025	£725.00	£8,700.00	£3,625.00	£5,075.00	Current	01/06/2025	
PROP-06	67 Cedar Lane, Birmingham B1 2WX	(vacant)	01/01/2025	-	-	-	-	Vacant		Tenant left in January
PROP-07	14 Ash Drive, Nottingham NG1 5TY	Patricia Hill	01/04/2025	£875.00	£10,500.00	£2,625.00	£7,875.00	Current	01/06/2025	
PROP-08	9 Willow Court, Edinburgh EH1 3DF	George Wilson	01/02/2025	£1,200.00	£14,400.00	£6,000.00	£8,400.00	Notice given	01/05/2025	Notice served April
TOTAL				£7,100.00	£85,200.00	£43,900.00	£41,300.00			

Self-check: Annual Expected minus YTD Received = Outstanding

OK - Balanced