JFG

Rent Roll Template

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One row per unit, including vacant and down units. The summary block computes what an underwriter reads first: physical occupancy, scheduled rent, loss to lease and leases rolling in the next 6 and 12 months.

Rent Roll

Unit-by-unit rent roll as of a single date.

Column	What goes in it
Unit	Text.
Bed / Bath	Text.
Sq Ft	Whole number.
Tenant	Text.
Status	Occupied, Vacant, Notice or Down
Lease Start	Date.
Lease End	Blank = month-to-month
Contract Rent	What the lease says, per month. 0 if vacant.
Market Rent	Dollar amount.
Loss to Lease	Calculated by the sheet.
Other Monthly Charges	Parking, pet, storage, utility bill-backs
Subsidy Portion	Housing-assistance payment inside contract rent
Security Deposit	Dollar amount.
Past Due Balance	Dollar amount.
Concession (monthly value)	Dollar amount.
Notes	Text.

The workbook ships with 2 sample rows to show the format, plus 60 blank rows.

Computed for you:

- Total units
- Occupied units
- Physical occupancy
- In-place rent, monthly
- Gross scheduled rent, monthly (in-place + vacant at market)
- Gross scheduled rent, annual
- Loss to lease, monthly
- Economic occupancy (in-place rent / market rent)
- Month-to-month leases (occupied, no lease end)
- Leases ending within 6 months of today
- Leases ending within 12 months of today
- Total past due

How to fill it in:

- Date the rent roll and keep one date for the whole sheet. A rent roll with no date is the first thing sent back.
- Contract Rent is the lease amount, not what was collected. Collections belong on the T-12.
- Every unit gets a Market Rent, including vacant ones. That is how scheduled rent and loss to lease are computed.
- Mark employee units, model units and units held offline as Down and explain them in Notes.
- Lenders check this sheet against the leases. Many files want about 85–90% or more leased.

> The total at the bottom of Contract Rent should tie to the rent line on the most recent month of your T-12, within ordinary timing differences. If it does not, find out why before a lender asks.

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