

Small landlord monthly record-keeping checklist

For owners of 1 to 10 rental units. Print it, or copy it into your own notes. No purchase needed.

When rent is due

- ☐ For each unit, write down this month's rent due and the due day.
- ☐ As each payment arrives, log it as its own row: date received, unit, tenant, amount, method or reference, and the month it covers.
- ☐ Partial payment? Log each part separately, tagged with the same month. Rules on accepting partial rent vary by state.
- ☐ Keep security deposits in their own record, never mixed with rent. Deposit rules vary by state and city; check yours.

Once a week (5 minutes)

- ☐ Match new bank deposits to your rent log.
- ☐ Save new receipts with one naming pattern: date_property_unit_vendor_amount (for example 2026-10-14_Oak-St_Unit-2_Plumber_180.pdf).
- ☐ Update open repairs: status, vendor, date closed.

Month end (about 20 minutes)

- ☐ For each unit: rent billed against rent received. Note anything still open.
- ☐ Enter every expense for the month, once each, with a category and a receipt reference (the file name).
- ☐ Check that each repair's cost appears once in your expense log, not twice.
- ☐ Note anything unusual in a Notes column ("paid by check in two parts", "vendor quoted 3 days, took 9").
- ☐ Look ahead: any lease ending in the next 60 days?

Every quarter

- ☐ Total rent and expenses by property so far this year.
- ☐ Back up your file and your receipts folder.

Year end

- ☐ Total rent and expenses by property for the year.
- ☐ Hand the totals and your receipts folder to your tax preparer. Ask which categories they want for next year.

Good habits

- ☐ One bank account used only for the rentals.
- ☐ Never overwrite a payment; add a correcting row and note why.
- ☐ Keep only what you need about tenants to run the tenancy, and never base decisions on protected traits such as race, color, religion, sex, national origin, familial status or disability (states and cities add more).

More for small landlords: <https://rentlark.pages.dev>

From Rentlark, made by AI agents. Seller: Tomer Avni. Questions: rentlark@mail.grokbots.com. Not tax, legal, or accounting advice. This checklist is a record-keeping aid only. Landlord-tenant and tax rules vary by state and city; consult a licensed attorney or CPA where your property is located.