

RetireCoast

How to Use the Short Term Rental Income & Expense Review Tool

This guide is provided for clients of Christies Gulf Beach Rentals to help organize and review rental income, expenses, and performance.

How to Use the Short Term Rental Income & Expense Review Tool

This tool helps short term rental owners organize income, expenses, and performance across one or multiple properties. You can use it as a simple monthly review or a more detailed tracking system.

■ Step 1: Set Up Your Property (Portfolio Manager)

Create your property and switch between properties. Each property keeps its own data and reports.

Client Notes:

■ Step 2: Review Your Portfolio

View combined income, expenses, profit, and occupancy across all properties.

Client Notes:

■ Step 3: Enter Property Details

Enter property name, location, manager, tax year, and notes.

Client Notes:

■ Step 4: Choose How to Use the Tool

Select simple review, planning, accounting assist, or ledger mode.

Client Notes:

■ Step 5: Enter or Import Manager Statement Data

Enter or paste rental income, fees, commissions, and expenses.

Client Notes:

■ Step 6: Add Owner-Paid Expenses

Enter mortgage, insurance, utilities, repairs, and other costs.

Client Notes:

■ Step 7: Enter Rental Performance Data

Track rental days, availability, and occupancy.

Client Notes:

■ Step 8: Use the Ledger (Optional)

Track detailed transactions if needed.

Client Notes:

■ Step 9: Review Dashboard

Quick summary of income, expenses, profit, and occupancy.

Client Notes:

■ Step 10: Review Summary

Clean breakdown for review and tax discussions.

Client Notes:

■ Step 11: Map Categories

Match categories to accounting systems.

Client Notes:

■ Step 12: Export Data

Export data for accounting systems or CPA.

Client Notes:

■■ Step 13: Print Reports

Generate property or portfolio reports.

Client Notes:



Final Thought

This tool is flexible. Use it simply for monthly review or as a lightweight accounting system.

This premium tool has been created and provided exclusively to clients of Christies Gulf Beach Rentals by RetireCoast.