

(EXAMPLE STATEMENT FOR PROPERTY)

(DATE)

BEGINNING BALANCE:

(This is the "Reserve" account. We retain this amount – usually \$300.00 – in order to pay for minor repairs throughout the month, after you have been paid.)

INCOME:

(This category is for the money you make for rents received, etc.)

Date (Date it is paid)	Check number, or money order	Tenant's name	Amount paid
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TOTAL INCOME:

EXPENSES:

(This is a breakdown of all of the bills that had to be paid from your account. Commissions are also taken from this category, and commissions are 10% of the rental price unless you have multiple properties, in which case, the percentage decreases depending on the amount of properties you have.)

Date paid	Check number	Payee – check paid to	Amount paid
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TOTAL EXPENSES: This amount is deducted from the total income

OWNER'S PAYMENT:

Date Paid	MO/CHK#	(We also subtract the balance to make sure that the reserve stays at \$300.00).	Amount:
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RECEIVED FROM OWNER: (Funds you pay our company if your account is in the negative)

Date	CHK#	Amount:
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ENDING BALANCE: (This will be the reserve \$300.00, unless you are in the negative)
