

# How to Read And Understand Your Rental Statement

Statement Type: Commercial

## Statement Of Account As At 27/10/2015

Joe Bloggs  
29 Harvey Street  
Invercargill 1234

Tax Invoice  
GST No. 012 012 012  
Statement No. 85

Opening Balance (01/10/2015) \$554.45

### Income

Property	Tenancy (Paid From - To)	Rent Amount Paid	GST Paid	Total Paid	Part Pay	
7 Bottom Street	Katrina Afield (30/9 to 13/10)	304.35 W	608.70	91.30	700.00	194.29
	Katrina Afield (14/10 to 27/10)	304.35 W	608.70	91.30	700.00	194.29
	Water rates	0.00 1	0.00	0.00	0.00	0.00
7 Cardiff Street	Gloria Stringbea (28/9 to 11/10)	217.39 W	434.78	65.22	500.00	0.00
	Water rates	17.39 1	0.00	0.00	0.00	0.00
	Other		17.39	2.61	20.00	0.00
<b>Total Income</b>			<b>1669.57</b>	<b>250.43</b>	<b>1920</b>	

### Invoices / Expenses & Payments

Date	Property	Comments	Reference	Amount Paid	GST Paid	Total Paid
27/10/2015	7 Bottom Street	Inv-Jerm the Handyman (Jerm 5865		300.00	0.00	300.00
<b>Total Disbursements</b>				<b>300</b>	<b>0</b>	<b>300</b>
<b>Total Management Fees</b>						<b>\$40.00</b>
<b>Total GST On Fees</b>						<b>\$6.00</b>
<b>Total Keep Back Amounts</b>						<b>\$554.45</b>
<b>NET AMOUNT TO BE PAID</b>						<b>\$1,019.55</b>

1. Income: Gives the name of the property, the tenant, the paid to and from dates, the amount paid and the GST component and any part payment that is held over to the next period.
2. Invoices/Expenses and Payments: Any costs to the Owner will show here. Also any mid month payments
3. This area shows the breakdown of Management Fees, the GST component of the Management fees, any keep back amounts (which is money you are holding against the property) and then the total that is being paid into the Owners Bank Account