

How to Read and Understand Your Statement

Statement Type: Special 1

Property		84 Beach Road (acckb), Mairangi Bay, Auckland 01310		Opening Balance (01/10/2009)	\$1,048.20
Income					
Date	Type	Details		Amount	
8/10/09	Rent	Diana Reese	7/10 to 13/10	\$350.00	
11/10/09	Rent	Diana Reese	14/10 to 20/10	\$350.00	
28/10/09	Rent	Diana Reese	21/10 to 27/10	\$350.00	
10/11/09	Rent	Diana Reese	28/10 to 3/11	\$350.00	
Total 'Income' this month					\$1,400.00
Disbursements					
Date	Type	Details	Expense		Amount
11/11/09	Inv	Annes Executive Services	Debt recovery fees		\$50.00
Total 'Disbursements' this month					\$50.00
Fees					
Date	Type	Details			Amount
3/11/09	Fees	Inspection			\$45.00
3/11/09	Fees	bank charge			\$28.13
11/11/09	Fees	Inspection			\$45.00
Total 'Fees' this month					\$118.13
Keep Back (\$1,000 for rates. To fix flusher)					\$1,192.57
Current Property Balance					\$2,116.92

WARNING

This statement type takes no account of fees based on a %of rent, and should NOT be used unless all fees are fixed dollar amounts.

1. Opening Balance: The amount brought forward from last month. In most cases this is 0.00 but sometimes money may have been held back for some reason i.e to pay an invoice.
2. Income: This shows all income i.e Rent which came in during the month, who paid, what period the rent covered and the amount paid.
3. Disbursements: This shows all property expenses i.e invoices for plumbing etc
4. Fees: Any fees charged by our company will show here.
5. Keep Back: This will only show if your Property Manager has needed to keep back some money to pay an upcoming expense.
6. Current Property Balance: statement total