



This sample monthly account statement is simple, concise and easy to follow. They are provided monthly through an online web portal for easy access.

Owner Name  
 Owner Address  
 City, State, Zip

In addition to rent, tenants pay for trash and sewer service. This is charged quarterly or monthly. Typically, trash service is billed quarterly by Republic Services and sewer is divided monthly to cover the yearly expense, as shown in this account statement. The tenant is charged the trash bill the month after it is paid by the owner.

### Owner Statement

Ownerships: Property Address  
 Date Range: 07/01/20 - 07/31/20

The income section shows all income received for the current month and in the second column, year to date.

The expense section shows all expenses for the current month and in the second column, year to date.

This is the recommended account reserve balance for emergencies and repairs. These are the owners funds and refundable upon termination of management agreement

The net income/loss is income minus expenses for both the current month and year to date

The ending bank balance shows the funds on hand after the disbursement to the owner. This is usually set to \$250 and is the recommended reserve for emergencies and repairs that may occur.

	<u>Current</u>	<u>YTD</u>
<b>Beginning Bank Balance</b>	250.00	250.00
<b>Income</b>		
Rent	1500.00	3000.00
Trash Disposal	46.65	46.65
Sewer	20.26	40.52
	<u>1566.91</u>	<u>3087.17</u>
<b>Expense</b>		
General Mgmt Fee	120.00	240.00
Trash Disposal (Republic Svc)	46.65	46.65
Sewer (Clark County)	231.16	231.16
Appliance Repair/Replacement	158.00	158.00
	<u>555.81</u>	<u>675.81</u>
<b>Net Income/Loss</b>	<b>1011.10</b>	<b>2411.36</b>
<b>Other Transactions</b>		
Paid to owner	-1011.10	2411.36
	<u>- 1011.10</u>	<u>2411.36</u>
<b>Ending Bank Balance</b>	250.00	250.00
<b>Cash Requirements</b>		
Total Reserve:	250.00	
Security Deposits Held:	2495.00	
<b>Total Requirements</b>	<u>2745.00</u>	

In this account statement, the quarterly trash service was billed by Republic Service and so listed as an expense since it needed to be paid. The annual sewer service was also billed by the city and needed to be paid. The tenant already pays sewer monthly, so this expense will be settled with each month. The trash bill is also settled with the tenants payment, as indicated under income.

This is the amount deposited into the owners bank account

This is a summary of the owner reserve on hand and the security deposit held from the tenant

COMMENTS