



HOSTKEEP  
PROPERTY MANAGEMENT

## MONTHLY PROPERTY REPORT

Reporting Month **March 2016**  
Property **SUNDOWNER**  
Address **3/36 Blanche St, St Kilda, Victoria, Australia**  
Management Fee **15%**  
(Inc. linen fees, if applicable)

### GUEST STAYS

Check-In Date	Guest	Portal	Nights	Gross Amount	Cleaning Fee	Net Amount	Management Fee
25/3/2016	Cindy Soetaman	Airbnb	2	\$454.00	\$107.00	\$347.00	\$52.05
27/3/2016	Michael Fleischer	Airbnb	6	\$1,151.00	\$107.00	\$1,044.00	\$156.60
17/3/2016	Olivia Sullivan	Airbnb	8	\$2,414.00	\$107.00	\$2,307.00	\$346.05
Total			16	\$4,019.00	\$321.00	\$3,698.00	\$554.70

### CONSUMABLES & OTHER EXPENSES

Items	Unit Price	Units	Subtotal	GST
Netflix Subscription	\$7.95	1	\$7.95	\$0.00
Paper Towels	\$3.24	1	\$3.24	\$0.32
Replacement lamp globe	\$9.00	1	\$9.00	\$0.90
Knife block	\$30.00	1	\$30.00	\$3.00
Air Freshener Spray	\$5.40	1	\$5.40	\$0.54
Body Wash 500ml	\$10.95	1	\$10.95	\$1.10
Toilet Paper Roll	\$1.20	6	\$7.20	\$0.72
Total			\$73.74	\$6.58

### SUMMARY

Items	Income	Expenses	GST
Guest Bookings	\$4,019.00		
Cleaning Fee		(\$321.00)	(\$32.10)
Management Fee		(\$554.70)	(\$55.47)
Consumables & Other Expenses		(\$73.74)	(\$6.58)
Total	\$4,019.00	(\$949.44)	(\$94.15)
Total Paid			\$2,975.41

### NOTES

1) Reissued 07/04 due to GST reporting error

