



HOSTKEEP  
PROPERTY MANAGEMENT

## MONTHLY PROPERTY REPORT

Reporting Month **March 2016**

Property **MANHATTAN**

Address **519/30 Bray Street, South Yarra, Victoria, Australia**

Management Fee **18%**  
(Inc. linen fees, if applicable)

### GUEST STAYS

Check-In Date	Guest	Portal	Nights	Gross Amount	Cleaning Fee	Net Amount	Management Fee
21/03/2016	Brett Anderson	Airbnb	5	\$800.00	\$85.00	\$715.00	\$128.70
26/03/2016	Claudia Woolf	Airbnb	2	\$369.00	\$85.00	\$284.00	\$51.12
15/03/2016	Jordan Kemp	Airbnb	3	\$476.00	\$85.00	\$391.00	\$70.38
28/3/2016	Ruth Gao	Airbnb	4	\$630.00	\$85.00	\$545.00	\$98.10
3/11/2016	Sal Balharrie	Direct	4	\$564.00	\$0.00	\$564.00	\$101.52
7/3/2016	Sal Balharrie	Airbnb	4	\$630.00	\$85.00	\$545.00	\$98.10
Total			<b>22</b>	<b>\$3,469.00</b>	<b>\$425.00</b>	<b>\$3,044.00</b>	<b>\$547.92</b>

### CONSUMABLES & OTHER EXPENSES

Items	Unit Price	Units	Subtotal	GST
Dishwashing Liquid 1L	\$2.59	1	\$2.59	\$0.26
Multi Purpose Spray 600mL	\$4.08	1	\$4.08	\$0.41
Window Cleaner 600mL	\$4.15	1	\$4.15	\$0.42
Floor Cleaner	\$3.93	1	\$3.93	\$0.39
Spray mop with replacement pad	\$49.00	1	\$49.00	\$4.90
Hairdryer	\$65.00	1	\$65.00	\$6.50
Full Cream Long Life Milk 200mL (6 pack)	\$4.80	1	\$4.80	\$0.00
Premium Tea Bags 25 pack	\$4.00	1	\$4.00	\$0.00
Ground Coffee	\$7.20	1	\$7.20	\$0.00
Instant Coffee 200g	\$9.60	1	\$9.60	\$0.00
Weetbix	\$4.50	1	\$4.50	\$0.00
Soy Long Life Milk 200mL (3 pack)	\$4.37	1	\$4.37	\$0.00
Establishment Fee 1 of 3	\$250.00	1	\$250.00	\$25.00
Air Freshener Spray	\$5.40	1	\$5.40	\$0.54
Shampoo 1L	\$22.18	1	\$22.18	\$2.22
Conditioner 1L	\$22.18	1	\$22.18	\$2.22
Body Wash 500ml	\$10.95	1	\$10.95	\$1.10
Hand Wash 500ml	\$10.95	1	\$10.95	\$1.10
Tissues	\$3.42	1	\$3.42	\$0.34
Total			<b>\$488.30</b>	<b>\$45.38</b>

### SUMMARY

Items	Income	Expenses	GST
Guest Bookings	\$3,469.00		
Cleaning Fee		(\$425.00)	(\$42.50)
Management Fee		(\$547.92)	(\$54.79)
Consumables & Other Expenses		(\$488.30)	(\$45.38)
	<b>Total</b>	<b>\$3,469.00</b>	<b>(\$1,461.22)</b>
			<b>(\$142.68)</b>
		<b>Total Paid</b>	<b>\$1,865.11</b>

## NOTES

- 1) Reissued 07/04 due to GST reporting error.
- 2) Added direct booking for Sal