



HOSTKEEP  
PROPERTY MANAGEMENT

# MONTHLY PROPERTY REPORT

Reporting Month **March 2016**  
Property **PROSECCO**  
Address **1/1a Lyndhurst Street, Richmond, 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
16/3/2016	Aurelia Diandra	Airbnb	7	\$1,025.00	\$66.00	\$959.00	\$172.62
13/3/2016	Candice Lee	Airbnb	3	\$385.00	\$66.00	\$319.00	\$57.42
6/3/2016	Candice Lee	Airbnb	7	\$1,033.00	\$66.00	\$967.00	\$174.06
4/3/2016	Manon Dall'Ae	Airbnb	2	\$385.00	\$66.00	\$319.00	\$57.42
23/3/2016	Sharon Lord	Airbnb	11	\$1,672.00	\$66.00	\$1,606.00	\$289.08
Total			30	\$4,500.00	\$330.00	\$4,170.00	\$750.60

## CONSUMABLES & OTHER EXPENSES

Items	Unit Price	Units	Subtotal	GST
Netflix Subscription	\$7.95	1	\$7.95	\$0.00
Toilet Paper Roll	\$1.20	4	\$4.80	\$0.48
Tissues	\$3.42	1	\$3.42	\$0.34
Total			\$16.17	\$0.82

## SUMMARY

Items	Income	Expenses	GST
Guest Bookings	\$4,500.00		
Cleaning Fee		(\$330.00)	(\$33.00)
Management Fee		(\$750.60)	(\$75.06)
Consumables & Other Expenses		(\$16.17)	(\$0.82)
Total	\$4,500.00	(\$1,096.77)	(\$108.88)
Total Paid			\$3,294.35

## NOTES

1) Reissued 07/04 due to GST reporting error