



HOSTKEEP  
PROPERTY MANAGEMENT

# MONTHLY PROPERTY REPORT

Reporting Month **April 2016**

Property **CAFFE**

Address **1117 / 601 Little Collins Street, Melbourne, Victoria, Australia**

Management Fee **12%**  
(Inc. linen fees, if applicable)

## GUEST STAYS

Check-In Date	Guest	Portal	Nights	Gross Amount	Cleaning Fee	Net Amount	Management Fee
29/04/2016	Jake Halpin	Airbnb	3	\$518.00	\$66.00	\$452.00	\$54.24
22/04/2016	Andy Taouk	Airbnb	3	\$456.00	\$66.00	\$390.00	\$46.80
Total			6	\$974.00	\$132.00	\$842.00	\$101.04

## CONSUMABLES & OTHER EXPENSES

Items	Unit Price	Units	Amount	GST
Dishwasher Tablets (42 pack)	\$21.38	1	\$21.38	\$2.14
Multi Purpose Spray 600mL	\$4.08	1	\$4.08	\$0.41
Toilet Cleaner 750mL	\$3.76	1	\$3.76	\$0.38
Kitchen Tidy Rubbish Bags (30 pack)	\$4.68	1	\$4.68	\$0.47
Dish Sponge	\$1.00	1	\$1.00	\$0.10
Bench Sponge	\$0.50	1	\$0.50	\$0.05
Strawberry Jam	\$6.60	1	\$6.60	\$0.00
Premium Tea Bags 25 pack	\$4.00	1	\$4.00	\$0.00
Ground Coffee	\$7.20	1	\$7.20	\$0.00
Sea Salt with Grinder	\$3.77	1	\$3.77	\$0.00
Paper Towels	\$3.24	1	\$3.24	\$0.32
Aluminium Foil 5m	\$3.29	1	\$3.29	\$0.33
Air Freshener Spray	\$5.40	1	\$5.40	\$0.54
Shampoo 1L	\$22.18	1	\$22.18	\$2.22
Body Wash 500ml	\$10.95	1	\$10.95	\$1.10
Toilet Paper Roll	\$1.20	9	\$10.80	\$1.08
Tissues	\$3.42	1	\$3.42	\$0.34
Total			\$116.25	\$9.47

## SUMMARY

Items	Income	Expenses	GST
Guest Bookings	\$974.00		
Cleaning Fee		(\$132.00)	(\$13.20)
Management Fee		(\$101.04)	(\$10.10)
Consumables & Other Expenses		(\$116.25)	(\$9.47)
Total	\$974.00	(\$349.29)	(\$32.77)

Total Paid \$591.94

NOTES

- 1) Blah blah blah blah.

2) This place is a an absolute gem.

Tax invoice for Stephen (stephen.m.colman@gmail.com) | HostKeep ABN 20 606 153 646