



HOSTKEEP  
PROPERTY MANAGEMENT

## MONTHLY PROPERTY REPORT

Reporting Month **April 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
13/04/2016	Timothy Oxborough	Direct	27	\$2,800.00	\$173.00	\$2,627.00	\$472.86
11/4/2016	Timothy Oxborough	Airbnb	2	\$193.00	\$66.00	\$127.00	\$22.86
5/4/2016	Candice Lee	Airbnb	2	\$325.00	\$67.00	\$258.00	\$46.44
Total			<b>31</b>	<b>\$3,318.00</b>	<b>\$306.00</b>	<b>\$3,012.00</b>	<b>\$542.16</b>

### CONSUMABLES & OTHER EXPENSES

Items	Unit Price	Units	Amount	GST
Netflix Subscription	\$7.95	1	\$7.95	\$0.00
Air Freshener Spray	\$5.40	1	\$5.40	\$0.54
Body Wash 500ml	\$10.95	1	\$10.95	\$1.10
Hand Wash 500ml	\$10.95	1	\$10.95	\$1.10
Toilet Paper Roll	\$1.20	6	\$7.20	\$0.72
Total			<b>\$42.45</b>	<b>\$3.45</b>

### SUMMARY

Items	Income	Expenses	GST
Guest Bookings	\$3,318.00		
Cleaning Fee		(\$306.00)	(\$30.60)
Management Fee		(\$542.16)	(\$54.22)
Consumables & Other Expenses		(\$42.45)	(\$3.45)
Total	<b>\$3,318.00</b>	<b>(\$890.61)</b>	<b>(\$88.27)</b>
Total Paid			<b>\$2,339.12</b>

### NOTES

1) Guest Timothy booked two night initial stay via Airbnb and then paid rest of direct