



HOSTKEEP

PROPERTY MANAGEMENT

MONTHLY PROPERTY REPORT

Reporting Month **February 2016**

Property **MENCIA**

Address **307/1 Michael St**

Management Fee **0%**
(Inc. linen fees, if applicable)

GUEST STAYS

| Check-In Date | Guest | Portal | Nights | Gross Amount | Cleaning Fee | Management Fee |
|---------------|-----------------|--------|-----------|-------------------|-----------------|----------------|
| 26/02/2016 | Tony Ngo | Airbnb | 3 | \$504.00 | \$66.00 | \$0.00 |
| 22/02/2016 | Lauren Adams | Airbnb | 3 | \$446.00 | \$60.00 | \$0.00 |
| 18/02/2016 | Ursula Reichlin | Airbnb | 3 | \$465.00 | \$66.00 | \$0.00 |
| 09/02/2016 | Caryn Hamburger | Airbnb | 8 | \$1,260.00 | \$66.00 | \$0.00 |
| 05/02/2016 | Eoin Rooney | Airbnb | 2 | \$362.00 | \$66.00 | \$0.00 |
| 02/02/2016 | Desmond Powell | Airbnb | 2 | \$227.00 | \$52.00 | \$0.00 |
| Total | | | 21 | \$3,264.00 | \$376.00 | \$0.00 |

CONSUMABLES & OTHER EXPENSES

| Items | Unit Price | Units | Subtotal |
|--|------------|-------|----------|
| Dishwasher Tablets (42 pack) | \$21.38 | 1 | \$21.38 |
| Multi Purpose Spray 600mL | \$4.08 | 1 | \$4.08 |
| Toilet Cleaner 750mL | \$3.76 | 1 | \$3.76 |
| Window Cleaner 600mL | \$4.15 | 1 | \$4.15 |
| Shower Cleaner 350mL | \$3.60 | 1 | \$3.60 |
| Dish Sponge | \$1.00 | 1 | \$1.00 |
| Bench Sponge | \$0.50 | 1 | \$0.50 |
| Netflix subscription | \$7.95 | 1 | \$7.95 |
| Mop Pad Replacement | \$14.00 | 1 | \$14.00 |
| Olive Oil 750mL | \$14.40 | 1 | \$14.40 |
| Single Serve White Sugar (50 pack) | \$3.48 | 1 | \$3.48 |
| Full Cream Long Life Milk 200mL (6 pack) | \$4.80 | 1 | \$4.80 |
| Vegemite 220g | \$5.07 | 1 | \$5.07 |
| Weetbix | \$4.50 | 1 | \$4.50 |
| Soy Long Life Milk 200mL (3 pack) | \$4.37 | 1 | \$4.37 |
| Guest Chocolates (Per 16) | \$6.20 | 1 | \$6.20 |
| Aluminium Foil 5m | \$3.29 | 1 | \$3.29 |
| Body Wash 500ml | \$10.95 | 1 | \$10.95 |
| Hand Wash 500ml | \$10.95 | 1 | \$10.95 |
| Toilet Paper Roll | \$1.20 | 13 | \$15.60 |
| Tissues | \$3.42 | 1 | \$3.42 |

Total \$147.45

SUMMARY

| Items | Income | Expenses |
|------------------------------|------------|-----------------------|
| Guest Bookings | \$3,264.00 | |
| Cleaning Fee | | (\$376.00) |
| Management Fee | | \$0.00 |
| Consumables & Other Expenses | | (\$147.45) |
| | Total | \$3,264.00 (\$523.45) |
| | | Total Paid \$2,740.55 |