



# HOSTKEEP

PROPERTY MANAGEMENT

## MONTHLY PROPERTY REPORT

Reporting Month **February 2016**

Property **PROSECCO**

Address **1/1a Lyndhurst Street, Richmond**

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

### GUEST STAYS

Check-In Date	Guest	Portal	Nights	Gross Amount	Cleaning Fee	Management Fee
10/02/2016	Jettee Torres	Airbnb	21	\$2,909.00	\$66.00	\$523.62
05/02/2016	Shirman Lai	Airbnb	3	\$557.00	\$67.00	\$100.26
<b>Total</b>			<b>24</b>	<b>\$3,466.00</b>	<b>\$133.00</b>	<b>\$623.88</b>

### CONSUMABLES & OTHER EXPENSES

Items	Unit Price	Units	Subtotal
Toilet Cleaner 750mL	\$3.76	1	\$3.76
Dish Sponge	\$1.00	1	\$1.00
Bench Sponge	\$0.50	1	\$0.50
Netflix subscription	\$7.95	1	\$7.95
Strawberry Jam	\$6.60	1	\$6.60
Ground Coffee	\$7.20	1	\$7.20
Vegemite 220g	\$5.07	1	\$5.07
Guest Chocolates (Per 16)	\$6.20	1	\$6.20
Paper Towels	\$3.24	2	\$6.48
Body Wash 500ml	\$10.95	1	\$10.95
Hand Wash 500ml	\$10.95	1	\$10.95
Toilet Paper Roll	\$1.20	6	\$7.20
<b>Total</b>			<b>\$73.86</b>

### SUMMARY

Items	Income	Expenses
Guest Bookings	\$3,466.00	
Cleaning Fee		(\$133.00)
Management Fee		(\$623.88)
Consumables & Other Expenses		(\$73.86)
<b>Total</b>	<b>\$3,466.00</b>	<b>(\$830.74)</b>
	<b>Total Paid</b>	<b>\$2,635.26</b>