



HOSTKEEP
PROPERTY MANAGEMENT

MONTHLY PROPERTY REPORT

Reporting Month **March 2016**

Property **LATTE**

Address **84 Moor Street, Fitzroy, VIC, 3065, 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
18/03/2016	Alan Fitzmaurice	Airbnb	2	\$359.00	\$86.00	\$273.00	\$49.14
07/03/2016	Javier Gf	Airbnb	6	\$866.00	\$86.00	\$780.00	\$140.40
30/03/2016	Jess Wilson	Airbnb	2	\$348.00	\$86.00	\$262.00	\$47.16
25/03/2016	Nush Sharifi	Airbnb	3	\$552.00	\$86.00	\$466.00	\$83.88
13/03/2016	William Moore	Airbnb	5	\$666.00	\$86.00	\$580.00	\$104.40
Total			18	\$2,791.00	\$430.00	\$2,361.00	\$424.98

CONSUMABLES & OTHER EXPENSES

Items	Unit Price	Units	Subtotal	GST
Dishwashing Liquid 1L	\$2.59	1	\$2.59	\$0.26
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
Window Cleaner 600mL	\$4.15	1	\$4.15	\$0.42
AA Mop Bucket	\$30.00	1	\$30.00	\$3.00
AA Mop Bucket and Mop	\$59.95	1	\$59.95	\$6.00
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
AA Battery	\$1.40	2	\$2.80	\$0.28
Olive Oil 750mL	\$14.40	1	\$14.40	\$0.00
Single Serve White Sugar (50 pack)	\$3.48	1	\$3.48	\$0.00
Full Cream Long Life Milk 200mL (6 pack)	\$4.80	1	\$4.80	\$0.00
Premium Tea Bags 25 pack	\$4.00	1	\$4.00	\$0.00
Ground Coffee	\$7.20	1	\$7.20	\$0.00
Instant Coffee 200g	\$9.60	1	\$9.60	\$0.00
Weetbix	\$4.50	1	\$4.50	\$0.00
Soy Long Life Milk 200mL (3 pack)	\$4.37	1	\$4.37	\$0.00
Sea Salt with Grinder	\$3.77	1	\$3.77	\$0.00
Peppercorns 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
Establishment Fee	\$990.00	1	\$990.00	\$99.00
Ironing board	\$25.00	1	\$25.00	\$2.50
Air Freshener Spray	\$5.40	1	\$5.40	\$0.54

Shampoo 1L	\$22.18	1	\$22.18	\$2.22
Conditioner 1L	\$22.18	1	\$22.18	\$2.22
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
Tissues	\$3.42	1	\$3.42	\$0.34
			Total	\$1,298.59
				\$123.87

SUMMARY

Items	Income	Expenses	GST
Guest Bookings	\$2,791.00		
Cleaning Fee		(\$430.00)	(\$43.00)
Management Fee		(\$424.98)	(\$42.50)
Consumables & Other Expenses		(\$1,298.59)	(\$123.87)
	Total	\$2,791.00	(\$2,153.57)
			Total Paid
			\$428.06

NOTES

- 1) Welcome to your first HostKeep Property Report. Please note: consumables costs are higher than usual due to start up expensive. This will amount will be approximately \$10-\$35 in subsequent months.
2) Reissued 07/04 due to GST reporting error.