



HOSTKEEP  
PROPERTY MANAGEMENT

# MONTHLY PROPERTY REPORT

Reporting Month **March 2016**

Property **ESPRESSO**

Address **912 / 620 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
16/03/2016	Ed Van Iersel	Airbnb	3	\$615.00	\$66.00	\$549.00	\$65.88
26/03/2016	Fiona Chan	Airbnb	5	\$834.00	\$66.00	\$768.00	\$92.16
13/03/2016	Lee Na Chern	Airbnb	2	\$353.00	\$66.00	\$287.00	\$34.44
19/03/2016	Lise Moody	Airbnb	3	\$606.00	\$66.00	\$540.00	\$64.80
08/03/2016	Megan Kelly	Airbnb	3	\$384.00	\$66.00	\$318.00	\$38.16
22/03/2016	Miranda Walker	Airbnb	3	\$470.00	\$66.00	\$404.00	\$48.48
11/03/2016	Nicky Clements	Airbnb	2	\$424.00	\$66.00	\$358.00	\$42.96
29/02/2016	Petr Vasicek	Airbnb	7	\$770.00	\$66.00	\$704.00	\$84.48
Total			28	\$4,456.00	\$528.00	\$3,928.00	\$471.36

## CONSUMABLES & OTHER EXPENSES

Items	Unit Price	Units	Subtotal	GST
Dishwasher Tablets (42 pack)	\$21.38	1	\$21.38	\$2.14
Window Cleaner 600mL	\$4.15	1	\$4.15	\$0.42
Laundry Liquid	\$2.63	1	\$2.63	\$0.26
Dish Sponge	\$1.00	1	\$1.00	\$0.10
Netflix Subscription	\$7.95	1	\$7.95	\$0.00
Paper Towels	\$3.24	1	\$3.24	\$0.32
Aluminium Foil 5m	\$3.29	1	\$3.29	\$0.33
6-Month Deep Clean (1BR/1BA)	\$150.00	1	\$150.00	\$15.00
Toilet Paper Roll	\$1.20	3	\$3.60	\$0.36
Tissues	\$3.42	1	\$3.42	\$0.34
Credit (owing) from previous month - Espresso	\$7.95	1	\$7.95	\$0.00
Total			\$208.61	\$19.27

## SUMMARY

Items	Income	Expenses	GST
Guest Bookings	\$4,456.00		
Cleaning Fee		(\$528.00)	(\$52.80)
Management Fee		(\$471.36)	(\$47.14)
Consumables & Other Expenses		(\$208.61)	(\$19.27)

Total	\$4,456.00	(\$1,207.97)	(\$119.21)
		Total Paid	\$3,128.83

NOTES

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- 1) Reissued 07/04 due to GST reporting error
- 2) \$7.95 charged for Netflix previous month access