



HOSTKEEP
PROPERTY MANAGEMENT

MONTHLY PROPERTY REPORT

Reporting Month **March 2016**

Property **ROSE**

Address **204/125 Swan 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
18/3/2016	Amanda Johns	Airbnb	2	\$257.00	\$66.00	\$191.00	\$34.38
10/3/2016	Angela Rack	Airbnb	2	\$258.00	\$66.00	\$192.00	\$34.56
12/3/2016	Anna Mohen	Airbnb	2	\$258.00	\$66.00	\$192.00	\$34.56
26/3/2016	Candice Lee	Airbnb	3	\$374.00	\$66.00	\$308.00	\$55.44
Total			9	\$1,147.00	\$264.00	\$883.00	\$158.94

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
Window Cleaner 600mL	\$4.15	1	\$4.15	\$0.42
Floor Cleaner	\$3.93	1	\$3.93	\$0.39
Laundry Liquid	\$2.63	1	\$2.63	\$0.26
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
Netflix Subscription	\$7.95	1	\$7.95	\$0.00
Spray mop with replacement pad	\$49.00	1	\$49.00	\$4.90
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 (50%)	\$495.00	1	\$495.00	\$49.50
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
Tissues	\$3.42	1	\$3.42	\$0.34
Total			\$727.44	\$65.96

SUMMARY

Items	Income	Expenses	GST
Guest Bookings	\$1,147.00		
Cleaning Fee		(\$264.00)	(\$26.40)
Management Fee		(\$158.94)	(\$15.89)
Consumables & Other Expenses		(\$727.44)	(\$65.96)
Total	\$1,147.00	(\$1,150.38)	(\$108.25)
Total Paid			(\$111.63)

NOTES

- 1) Half establishment fee charged for this month due to insufficient balance for full payout. The remainder will be drawn from April payment amount.

2) \$111.63 will be added as an additional fee to next month's statement.