



HOSTKEEP
PROPERTY MANAGEMENT

MONTHLY PROPERTY REPORT

Reporting Month **March 2016**

Property **CAVA**

Address **205/125 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
05/03/2016	David Farnsworth	Airbnb	3	-\$144.00	\$0.00	-\$144.00	\$0.00
05/03/2016	David Farnsworth	Airbnb	3	\$483.00	\$66.00	\$417.00	\$75.06
16/03/2016	Vicky Chen	Airbnb	6	\$903.00	\$66.00	\$837.00	\$150.66
Total			12	\$1,242.00	\$132.00	\$1,110.00	\$225.72

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	\$1,242.00		
Cleaning Fee		(\$132.00)	(\$13.20)
Management Fee		(\$225.72)	(\$22.57)
Consumables & Other Expenses		(\$727.44)	(\$65.96)
Total	\$1,242.00	(\$1,085.16)	(\$101.73)
			Total Paid
			\$55.11

NOTES

- 1) 144 returned to guest (Farnsworth) due to issues around property start up
2) Half establishment fee charged for this month due to insufficient balance for full payout. The remainder will be drawn from April payment amount.
3) Reissued 07/04 due to GST reporting error