



HOSTKEEP  
PROPERTY MANAGEMENT

## MONTHLY PROPERTY REPORT

Reporting Month **March 2016**

Property **CAFFE**

Address **1117 / 601 Little 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
28/03/2016	David Oyarce	Airbnb	25	\$2,989.00	\$66.00	\$2,923.00	\$350.76
16/03/2016	Julie Coney	Airbnb	6	\$1,208.00	\$67.00	\$1,141.00	\$136.92
09/03/2016	Kin Foo Koh	Airbnb	5	\$751.00	\$66.00	\$685.00	\$82.20
25/03/2016	Tayla Lawrence	Airbnb	3	\$599.00	\$65.00	\$534.00	\$64.08
Total			39	\$5,547.00	\$264.00	\$5,283.00	\$633.96

### 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
6-Month Deep Clean (1BR/1BA)	\$150.00	1	\$150.00	\$15.00
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	9	\$10.80	\$1.08
Total			\$257.99	\$25.80

### SUMMARY

Items	Income	Expenses	GST
Guest Bookings	\$5,547.00		
Cleaning Fee		(\$264.00)	(\$26.40)
Management Fee		(\$633.96)	(\$63.40)
Consumables & Other Expenses		(\$257.99)	(\$25.80)
Total	\$5,547.00	(\$1,155.95)	(\$115.60)
Total Paid			\$4,275.46

### NOTES

