

Recipient

Dominic Farr

79 Vespan Road Flat 3,
W12 9QG**Your Net Income For This Period****£1,346.32****Your Payment Due From PTK****£131.90**

Billing Summary	Money In From Guests	Money Out To PTK & Service Providers	Net Total Incl VAT
Rent	£1,940.64		£1,940.64
Cleaning Fees and Disbursements	£400.00	£440.00	£40.00
PTK Fees		£533.67	£533.67
Other Services		£10.40	£10.40
Your Net Income Before Adjustments	£2,340.64	£984.07	£1,356.57
Adjustments		£10.25	£10.25
Your Net Income After Adjustments	£2,340.64	£994.32	£1,346.32
<i>Of which:</i> Rent and Cleaning Fees collected for you by PTK (non Airbnb or BYOB bookings)		£1,126.22	
Your Payment Due From PTK		£131.90	

Notes**Your Payment Due From PTK**

Payment will be received on that last day of the month

First Half period

Any booking with check-out between 1-15th of the month (14th in February)

***NB: We automatically collect your payment**

Rent & Cleaning Fees (Payments from Guests)

Platform	Guest Name	Check-In	Check-Out	Rent	Cleaning	Total
Bookingcom	Anna Schmidt	30/12/22	02/01/23	£473.96	£100.00	£573.96
Airbnb	Kelly Dorber	02/01/23	04/01/23	£258.34	£100.00	£358.34
Airbnb	Cheng Li	04/01/23	10/01/23	£756.08	£100.00	£856.08
Bookingcom	Mirjam Kongi	11/01/23	15/01/23	£452.26	£100.00	£552.26
Total				£1,940.64	£400.00	£2,340.64

Cleaning Disbursements

Service	Date	Hours	Rate Per Hour	Rate Per Job	Disbursement Charge	VAT	Total
Cleaning	02/01/23	3	£20.00	£0.00	£60.00	£0.00	£60.00
Cleaning	04/01/23	3	£20.00	£0.00	£60.00	£0.00	£60.00
Cleaning	10/01/23	3	£20.00	£0.00	£60.00	£0.00	£60.00
Cleaning	15/01/23	3	£20.00	£0.00	£60.00	£0.00	£60.00
Service	Date	Sets	Rate Per Set	Rate Per Delivery	Disbursement Charge	VAT	Total
Linen	02/01/23	2	£25.00	£0.00	£50.00	£0.00	£50.00
Linen	04/01/23	2	£25.00	£0.00	£50.00	£0.00	£50.00
Linen	10/01/23	2	£25.00	£0.00	£50.00	£0.00	£50.00
Linen	15/01/23	2	£25.00	£0.00	£50.00	£0.00	£50.00
Total					£440.00	£0.00	£440.00

PTK Management Fees

PTK Management Fees	£444.72
VAT	£88.95
Total	£533.67

Other Services

Service	Date	Description	Disbursement		PTK		Total
			Charge	VAT	Charge	VAT	
Consumables	10/01/23	Restocking Of Consumables	£0.00	£0.00	£8.67	£1.73	£10.40
Total			£0.00	£0.00	£8.67	£1.73	£10.40

Adjustments

Type	Date	Description	PTK		Total
			Charge	VAT	
Charge	04/01/23	861384 Cleaning Materials	£2.07	£0.41	£2.48
Charge	10/01/23	864111 Cleaning Materials	£6.47	£1.30	£7.77
Total			£8.54	£1.71	£10.25

Total VAT On Invoice (Excludes Disbursement VAT)
£92.39

Explanation of Invoice

 Pass the Keys®	1 May Invoice - Second Half 31 May 2022 2 20220531-1478-01	Pass The Keys Limited, 1st Floor, 85 Great Portland Street, London, W1W 7LT VAT Number: 1234567
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(1) **Period of invoice:** the definition of “first half” and “second half” is provided in the Notes section.

(2) **Invoice number**

Your Net Income For This Period

£951.48

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Your Payment Due From PTK

£951.48

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Billing Summary	Money In From Guests	Money Out To PTK & Service Providers	Net Total Incl VAT
5 Rent	£2,443.00		£2,443.00
6 Cleaning Fees and Disbursements	£225.00	-£390.36	-£165.36
7 PTK Fees		-£533.60	-£533.60
8 Other Services		-£415.20	-£415.20
Your Net Income Before Adjustments	£2,668.00	-£1,339.16	£1,328.84
Adjustments		-£377.36	-£377.36
Your Net Income After Adjustments	£2,668.00	-£1,716.52	£951.48
Of which: Rent and Cleaning Fees collected for you by PTK (non Airbnb or BYOB bookings)		£2,668.00 9	
Your Payment Due From PTK		£951.48 4	

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(3) **Your Net Income For This Period:** The income you made during this period, after any costs or disbursements.

(4) **Your Payment Due To PTK / Your Payment Due From PTK:** Depending on the source of bookings for the period, the net result of “money in” less “money out” could be a balance due to Pass The Keys, “(Your Payment Due To PTK)”, or a balance due to you, “(Your Payment Due From PTK)”.

If you owe Pass The Keys, we will collect it from you by Direct Debit. If Pass The Keys owes you, the amount will be paid to you via bank transfer. The timing of these payments is detailed in the Notes section.

(5) **Rent:** the total of rent in the “Rent and Cleaning Income” section (see 10 below).

(6) **Cleaning Fees and Disbursements:** Cleaning Income represents the total money collected from guests for all bookings in the period, details per booking in the Rent and Cleaning Income section (see 10 below); Disbursements represent the total amount paid to cleaners/service providers in the period, details provided in the Cleaning Disbursements section (see 11 below).

(7) **PTK Fees:** the amount payable to Pass The Keys for managing the property.

(8) **Other Services:** Charges for additional services carried out within the invoicing period outside of the automatic charges generated within each booking. The services may include additional cleaning, tasking, maintenance completed and consumable replenishment.

(9) **Rent and Cleaning Fees collected for you by PTK:** Airbnb and Bring Your Own Booking (BYOB) income is paid directly to your bank account. Whereas, bookings from other platforms such as Booking.com, Pass The Keys Book Direct, VRBO etc. are collected by Pass The Keys on your behalf.

Money flow:

Airbnb and BYOB bookings - The host collects money from the guests. PTK charges our management fees.

Other bookings - PTK collects money from the guests. PTK pays you out, less our management fees.

In scenarios where both types of bookings occur in one period, the two are netted off.

Rent & Cleaning Fees (Payments from Guests) 10						
Platform	Guest Name	Check-In	Check-Out	Rent	Cleaning	Total
Vrbo	Samuel Grant	16/06/22	19/06/22	£549.00	£75.00	£624.00
Bookingcom	Luke Wrighton	20/06/22	25/06/22	£1,033.00	£75.00	£1,108.00
Vrbo	Alanna Cosgrove	26/06/22	30/06/22	£861.00	£75.00	£936.00
Total				£2,443.00	£225.00	£2,668.00

(10) **Rent & Cleaning Fees (Payments from Guests):** details each booking where check-out occurred during the Invoice period.

Cleaning Disbursements 11						
Service	Date	Hours	Rate Per Hour	Rate Per Job	Disbursement Charge	VAT
Cleaning	19/06/22	2	£16.67	£0.00	£33.33	£6.67
Cleaning	25/06/22	2	£16.67	£0.00	£33.33	£6.67
Cleaning	30/06/22	2	£16.67	£0.00	£33.33	£6.67
Service	Date	Sets	Rate Per Set	Rate Per Delivery	Disbursement Charge	VAT
Linen	19/06/22	3	£20.87	£12.50	£75.10	£15.02
Linen	25/06/22	3	£20.87	£12.50	£75.10	£15.02
Linen	30/06/22	3	£20.87	£12.50	£75.10	£15.02
Total					£325.30	£65.06

(11) **Cleaning Disbursements:** details of amounts paid out by Pass The Keys to cleaners and linen suppliers on your behalf.

PTK Management Fees 12	
PTK Management Fees	£444.67
VAT	£88.93
Total	£533.60

- (12) **PTK Fees:** management fees payable by you to Pass The Keys at the agreed management fee percentage, plus VAT where applicable.

Other Services 13							
Service	Date	Description	Disbursed Charge	VAT	PTK Charge	VAT	Total
Maintenance	20/06/22	Boiler Service & Gas Inspection Certificate.	£75.00	£15.00	£35.00	£7.00	£132.00
Maintenance	20/06/22	New Boiler Pump	£236.00	£47.20	£0.00	£0.00	£283.20
Total			£311.00	£62.20	£35.00	£7.00	£415.20

- (13) **Other services:** details of amounts paid out by PTK to service providers for additional services such as consumable restocking or routine maintenance tasks, and related administration charges payable to PTK, plus VAT where applicable.

Adjustments 14					
Type	Date	Description	PTK Charge	VAT	Total
Refund	22/06/22	Refund Of A Linen Set	-£9.33	-£1.87	-£11.20
Charge	30/06/22	Management Fee For Tripadvisor Booking - John Kingston	£323.80	£64.76	£388.56
Total			£314.47	£62.89	£377.36

- (14) **Adjustments:** details of the amount payable for non-routine tasks such as cutting replacement keys, and amendments outside of the charges automatically generated through service management, plus VAT where applicable. Adjustments can be positive or negative.

Total VAT On Invoice (Excludes Disbursement VAT)	15 £158.82
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- (15) **Total VAT On Invoice:** Total VAT on Invoice: the total of VAT added to PTK Management Fees and PTK Charges. This does not include VAT charged by cleaners/service providers on their charges that we pay on your behalf, "Disbursements".