

Client: **John Owner**
 Address: 123 Any Place, AZ 85213
 Phone: 480-555-1212
 Email: JohnOwner@Hotmail.com

JANUARY 2003 (Jan 7-Feb10)

Property 1

Address: 0000 S 900 E #206, Provo, UT 84606

Tenant Reports

Tenant 1		Jane Tenant	
Phone:	555-1212		
Deposit Balance:		\$335.00	
Date	Description	Amt Due	Received
2/1/2003	Feb Rent Due	\$375.00	
2/1/2003	Jan Utilities Due	\$49.63	
2/1/2003	Feb Rent Received		\$375.00
2/5/2003	Jan Utilities Received		\$49.63
BALANCE			\$0.00

Tenant 2		Joan Tenant	
Phone:	555-1212		
Deposit Balance:		\$325.00	
Date	Description	Amt Due	Received
2/1/2003	Feb Rent Due	\$325.00	
2/1/2003	Jan Utilities Due	\$49.63	
2/1/2003	Feb Rent Received		\$325.00
2/5/2003	Jan Utilities Received		\$49.63
BALANCE			\$0.00

Tenant 3		Jean Tenant	
Phone:	555-1212		
Deposit Balance:		\$340.00	
Date	Description	Amt Due	Received
1/27/2003	Cleaning Charges	\$10.00	
BALANCE			(\$10.00)

Tenant 4		Jerry Tenant	
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Phone:	555-1212		
Deposit Balance:		\$250.00	
Date	Description	Amt Due	Received
2/7/2003	Deposit	\$250.00	
2/7/2003	Deposit		\$250.00
2/8/2003	Feb Rent (Prorated for 8th-28th)	\$188.00	
2/8/2003	Feb Rent		\$188.00
2/8/2003	April Rent (Last Month's Rent)	\$250.00	
2/8/2002	April Rent		\$250.00
BALANCE			\$0.00

Property Activity Report

Date	Description	Expenses	Income	Category
1/7/2003	Signed Management Agreement			
1/10/2003	Initial Inspection			
1/10/2003	Posted "For Rent" Card on BYU Bulletin Board			
1/13/2003	Posted "For Rent" Card on BYU BB			
1/13/2003	Posted "For Rent" item on UVSC on-line Bulletin Board			
1/13/2003	Posted "For Rent" card at nearby laundry, Maceys			
1/18/2003	Clean spots on main room carpet, first landing on stairs going up, entry carpet and carpet strip near kitchen.	\$10.00		Cleaning and Maintenance
1/18/2003	Checkout for Tenant #3: Everything OK except for 1 burnt-out light bulb and numerous scuffs on bathroom floor.			
1/18/2003	Sign new lease with Tenant #1, Got copy of bedroom key.			
1/18/2003	Left copy of new lease for Tenant#2			
1/18/2003	Reposted "For Rent" item on UVSC on-line BB.			
1/18/2003	Received ABC Mortgage Statement			
1/24/2003	Picked up Megan's new signed lease. Tried to take pics of scuff marks, but camera didn't work			
1/27/2003	Showed apartment to potential tenant.			
1/27/2003	Cleaned Scuff marks on basement bathroom floor. Replaced light bulb (NOTE: Billed against Anna's deposit)	\$10.00		Cleaning and Maintenance
2/1/2003	Showed apartment to potential tenant.			
2/4/2003	Received Tenant #2 Rent, Utilities		\$325.00	Rent
			\$49.83	Utilities
2/5/2003	Received Tenant #1 Rent, Utilities		\$375.00	Rent
			\$49.63	Utilities
2/7/2003	Met Tenant #1 to fill out rental application			
2/7/2003	Received Angela's Deposit, Feb Rent, April Rent		\$438.00	Rent
			\$250.00	Deposit
2/8/2003	Signed Lease with Tenant #4			
TOTALS		\$20.00	\$1,487.46	

Statement of Account

Date	Description	Income	Expenses
2/1/2003	Previous Balance	\$0.00	
1/18/2003	Cleaning		(\$10.00)
1/27/2003	Cleaning		(\$10.00)
2/4/2003	Rent Income Tenant #1	\$325.00	
2/4/2003	Utility Income Tenant #1	\$49.63	
2/5/2003	Income Tenant #2	\$375.00	
2/5/2003	Utility Income Tenant #2	\$49.63	
2/5/2003	Management Fee (Tenant 1,2)		(\$45.00)
2/7/2003	Perkins Payment	\$189.54	
2/8/2003	Income Tenant #3	\$688.00	
2/10/2003	ABC Mortgage		(\$840.54)
2/10/2003	Management Fee (Tenant 3)		(\$26.28)
TOTALS		\$1,676.80	(\$921.82)
ACCOUNT BALANCE		\$754.98	

YTD Summary

	Income	Expenses
Rental Income	\$1,138.00	
Utility Income	\$99.66	
Other Income		
Deposits	\$250.00	
Mortgage Payment (PITI)		(\$840.54)
Advertising		
Cleaning and Maintenance		(\$20.00)
Insurance		
Legal and Professional Fees		
Management Fees		(\$45.00)
Repairs		
Supplies		
Utilities		
Other		
TOTALS	\$1,487.66	(\$905.54)
NET CASH FLOW	\$582.12	