Owner statement

One statement for each owner and property every month. Count each payment on the day it reaches your account. Ending balance = beginning balance + total income − total expenses − owner distributions.

Manager _____ Owner _____ Property _____

Statement period _____ Statement date _____ Reserve to hold _____

Income received

Date	Unit	Rent, late fee, or other, and who paid	Reference	Amount
Total income				

Expenses paid

Date	Unit	Description and vendor	Work order or invoice	Amount
	All	Management fee: ____% of $_____ rent received	Agreement	
Total expenses				

Summary

Beginning balance	
Plus total income	
Minus total expenses	
Cash available	
Reserve to hold	
Minus owner distribution sent on _____	
Ending balance	

Rent by unit

Unit	Tenant	Rent due	Received	Balance
All units				

Attach a copy of each invoice and bill. Rules for holding client money vary by state, so check your state's rules for client trust accounts.