

Northern Virginia Property Management
1204 Autumn Place
Herndon, Virginia 20170
Ph: (703) 867-2893

Property address
1234 street address
City name, State Zip

| |
|---|
| 1) Monthly Rents: (Actual amount of rents called for in the lease agreement) |
| 2) Rents collected: (Actual amount of rents collected) |
| 3) Year to Date Rents collected: (Total of all Rents collected including let fees) |
| 4) Lease expiration: (date lease is set to expire) |
| 5) Date collected (Date rent was collected on) |
| 6)Average Day of the Month Rents Collected (Average day of the month rents are collected, example, 1 st of month, 3 rd of month) |
| 7) Condo Dues/Association Fees Paid by Management Services () Yes () No yes, means Northern Va property management will pay the dues, “no” means the property owner pays the dues/association |
| 8) Condo Dues/Association Fees: (monthly amount of dues paid, Example \$148.00) |
| 9) Condo Dues/Association Fees Year to Date (Total dues paid for the year, Example \$1480.00) |
| 10) Expenses This Month: \$125.00 11) Reason for expenses Heating and AC unit check. |
| 12) Expenses Year to date: (The total amount of item 12 added up throughout the year). |
| 13) Management Fee: (Monthly management fees) |
| 14) Management Fees Year To Date: (Total management fees paid throughout the year) |
| 15) Total Paid To Owner: (Rents collected – associations/dues – expensive – management fees) = Total paid to Owner |
| 16) Total Paid to Owner Year to Date: (Total paid to owner from number 15 throughout the year) |
| 17) Tenant Comments/Requests: (tenant requests or comments) |
| 18) Management Comments/Requests: (My comments) |
| 19) Property Manager’s Signature: (My signature) |