

Your Rental Owner Statement At-a-glance

Bishops REALTY INC.

SARAH Rental Owner Statement

Sarah Owner
255 Some Place
Some City BC

Statement period: 2024-04-01 - 2024-04-30
Statement date: 2024-05-08

Summary by property

	Rental Unit Name	All properties
Beginning cash balance	\$0.00	\$0.00
+ Additions to cash		
Income	\$1958.75	\$1958.75
Owner contributions	\$0.00	\$0.00
Other additions	\$0.00	\$0.00
- Subtractions from cash		
Expenses	\$933.53	\$933.53
Owner draws	\$1025.22	\$1025.22
Other subtractions	\$0.00	\$0.00
Ending cash balance	\$0.00	\$0.00
- Adjustments		
Property reserve	\$0.00	\$0.00
Available for payment	\$0.00	\$0.00

Income statement

	Rental Unit Name	All properties
Income		
Cleaning and Maint Income	\$508.75	\$508.75
Interest Income	\$0.00	\$0.00
Rent Income	\$2900.00	\$2900.00
Security Deposit	\$1450.00	\$1450.00
Total Income	\$1958.75	\$1958.75
Expense		
Cleaning and Maintenance	\$508.75	\$508.75
GST	\$14.50	\$14.50
Management Fees	\$290.00	\$290.00
Security Deposit Interest Expense	\$23.46	\$23.46
Utilities	\$96.82	\$96.82
Total expenses	\$933.53	\$933.53
Net income	\$1025.22	\$1025.22

Detail transactions

Date	Account	Name	Memo	Additions to cash	Subtractions from cash	Balance
Beginning cash balance as of 2024-04-01						
						\$0.00
2024-04-02	Rent Income	Mike Tenant	Rent Payment	\$2900.00	\$0.00	\$2900.00
2024-04-09	Utilities	Utility supplier	Description of utility expense	\$0.00	\$96.82	\$2803.18
2024-04-30	Interest Income	Rental Unit	SD interest	\$23.46	\$0.00	\$2826.64
2024-04-30	Security Deposit Interest Expense	Rental Unit	SD interest	\$0.00	\$23.46	\$2803.18
2024-04-30	Interest Income	Mike Tenant	Refund security deposit interest	-\$23.46	\$0.00	\$2779.72
2024-04-30	Cleaning and Maint Income	Rental Unit	Deposit applied to balances	\$508.75	\$0.00	\$3288.47
2024-04-30	Security Deposit	Sarah Owner	Return Security Deposit to tenant	-\$1450.00	\$0.00	\$1838.47
2024-04-30	Management Fees	Property Management Co	Management Fees	\$0.00	\$290.00	\$1548.47
2024-04-30	GST	Property Management Co	Management fee service tax	\$0.00	\$14.50	\$1533.97
2024-04-30	Cleaning and Maintenance	Cleaning Supplier	Carpet cleaning	\$0.00	\$18.75	\$1515.22
2024-04-30	Cleaning and Maintenance	Maintenance Cost	2 bulbs	\$0.00	\$10.00	\$1505.22
2024-04-30	Cleaning and Maintenance	Cleaning Supplier	Departure cleaning	\$0.00	\$315.00	\$1190.22
2024-04-30	Owner Draw	Sarah Owner	April Owner Draw	\$0.00	\$1025.22	\$0.00
Totals				\$1958.75	\$933.53	\$1025.22
Ending cash balance as of 2024-04-30						
						\$0.00

Your statement covers this date range (usually one month at a time)

Most Simple

Summary of Income and Expenses (including your Owner Draw)

Medium Detail

Income Statement reveals the categories of Income and Expenses during your Statement Period

Most Detail

Detail transactions are all of the transactions during the Statement Period. The 'Account' for each transaction aligns with the categories in the Income Statement



Quick View In 3-Steps

For an average month, this may be all you need to review to understand how your property is doing.

Summary by property		
	Rental Unit Name	All properties
Beginning cash balance	\$0.00	\$0.00
+ Additions to cash		
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Owner contributions	\$0.00	\$0.00
Other additions	\$0.00	\$0.00
- Subtractions from cash		
Expenses	\$933.53	\$933.53
Owner draws	\$1025.22	\$1025.22
Other subtractions	\$0.00	\$0.00
Ending cash balance	\$0.00	\$0.00
- Adjustments		
Property reserve	\$0.00	\$0.00
Available for payment	\$0.00	\$0.00

Income statement		
	Rental Unit Name	All properties
Income		
Cleaning and Maint Income	\$508.75	\$508.75
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Security Deposit	-\$1450.00	-\$1450.00
Total income	\$1958.75	\$1958.75
Expense		
Cleaning and Maintenance	\$508.75	\$508.75
GST	\$14.50	\$14.50
Management Fees	\$290.00	\$290.00
Security Deposit Interest Expense	\$23.46	\$23.46
Utilities	\$96.82	\$96.82
Total expenses	\$933.53	\$933.53
Net income	\$1025.22	\$1025.22

1

Step 1: Your Owner Draw

These are the profits of the property disbursed to you each month.

If all of the profits were distributed (as they should be unless there was an extenuating circumstance), "Available for Payment" will be \$0 as all the profits were sent to you.

2

Step 2: The property income

Income is categorised and appears in more detail under 'Account' in the 'Detail transactions' section (see page 5 for more information).

3

Step 3: The property expenses

Like income, expenses are categorised and appear in more detail in the 'Detail transactions' section (see page 5).



More Detail

The 'Summary by property'



Summary by property	
	Rental Unit Name
Beginning cash balance	\$0.00
+ Additions to cash	
Income	\$1958.75
Owner contributions	\$0.00
Other additions	\$0.00

Beginning cash balance are any amounts not paid to the owner the previous month. Typically this is \$0.

Income includes all income collected from the tenant, including rent, strata move-in fees, utility income, etc.

Owner contributions are either funds sent to the property by the owner, or transferred from one property to another (if one of the properties has an expense but no income, for example) if both share the same owner. Owner contributions can include funds to cover an expense that exceeds the amount available for payment.

- Subtractions from cash	
Expenses	\$933.53
Owner draws	\$1025.22
Other subtractions	\$0.00
Ending cash balance	\$0.00
- Adjustments	
Property reserve	\$0.00
Available for payment	\$0.00

Expenses include repairs, maintenance, interest owed to a tenant if you have been holding their security deposit, management fees, etc.

Owner draws are funds sent to the property owner. They are the profits from the property during the statement period

A **Property reserve** is an amount held back from the Owner draw to fund a future expense, if it expected to be significant.

If all profits of the property have been sent to the owner in their Owner draw, '**Available for payment**' will be \$0.

More Detail

The 'Income Statement'

All income and expense transactions during the statement period are categorized, and every category is included in the Income statement.

Income statement	
	Rental Unit Name
Income	
Cleaning and Maint Income	\$508.75
Interest Income	\$0.00
Rent Income	\$2900.00
Security Deposit	-\$1450.00
Total Income	\$1958.75

Cleaning and Maintenance Income includes cleaning fees charged to - and paid for by - a departing tenant, or paid for by an owner through an Owner Contribution.

Interest is earned on a security deposit. It is calculated at the end of a tenancy according to provincial guidelines and is 'held back' from the Owner draw if the owner is holding the deposit.

At the end of a tenancy, a tenant's Security Deposit - less charges for damages - is returned to them. The full amount of the Security Deposit is withheld from the owner's income - if the owner is holding the deposit - and returned to the tenant, less damage charges, for example.

Expense	
Cleaning and Maintenance	\$508.75
GST	\$14.50
Management Fees	\$290.00
Security Deposit Interest Expense	\$23.46
Utilities	\$96.82
Total expenses	\$933.53
Net income	\$1025.22

If the Cleaning and Maintenance expense is the same as in the income, the owner has not been charged for this expense. Instead, the tenant - often by withholding their Security Deposit - has paid for this.

GST is charged on Management Fees

Security Deposit Interest is calculated [here](#).

More Detail

The 'Detail transactions'

This section includes all financial transactions associated with the property during the statement period.

The 'category of the transaction' Over the name of the tenant, vendor or owner. A description of the transaction created by the Property Manager Income Expenses

Detail transactions						
Date	Account	Name	Memo	Additions to cash	Subtractions from cash	Balance
Beginning cash balance as of 2024-04-01						\$0.00
2024-04-02	Rent Income	Mike Tenant	Rent Payment	\$2900.00	\$0.00	\$2900.00
2024-04-09	Utilities	Utility supplier	Description of utility expense	\$0.00	\$96.82	\$2803.18
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2024-04-30	Cleaning and Maint Income	Rental Unit	Deposit applied to balances	\$508.75	\$0.00	\$1288.47
2024-04-30	Security Deposit	Sarah Owner	Return Security Deposit to tenant	-\$1450.00	\$0.00	\$1838.47
2024-04-30	Management Fees	Property Management Co	Management Fees	\$0.00	\$290.00	\$1548.47
2024-04-30	GST	Property Management Co	Management fee service tax	\$0.00	\$14.50	\$1533.97
2024-04-30	Cleaning and Maintenance	Cleaning Supplier	Carpet cleaning	\$0.00	\$183.75	\$1350.22
2024-04-30	Cleaning and Maintenance	Maintenance Cost	2 bulbs	\$0.00	\$10.00	\$1340.22
2024-04-30	Cleaning and Maintenance	Cleaning Supplier	Departure cleaning	\$0.00	\$315.00	\$1025.22
2024-04-30	Owner Draw	Sarah Owner	April Owner Draw	\$0.00	\$1025.22	\$0.00
Totals				\$1958.75	\$1958.75	
Ending cash balance as of 2024-04-30						\$0.00

A negative in the income means the amount was withheld from the Owner draw (owner's income)



More tips and resources



RENTAL OWNER PORTAL

From your portal you can create, view and download financial reports like previous monthly statements, income statements, annual statements (for tax purposes), tasks (complete or pending), or submit a request such a maintenance request.

Rental Owner Portal Login

RENTAL OWNER STATEMENT MATH

Summary by Property section

Beginning cash balance + Additions to cash - Subtractions from cash - Adjustments = Available for Payment

Income Statement section

Income - Expenses = Net Income

Note: Net Income does not equal Available for Payment if there is a Beginning Cash Balance or if a Property Reserve is 'released' to cover an expense.

