

Good Steward Property Management
PO Box 2755
Orange, CA 92859



GOOD STEWARD
— PROPERTY MANAGEMENT —

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Owner Statement

John Smith
123 Candy Crush Ave.
Orange, CA 92869

DATES

Statement Period	Statement Date
09-11-2024 to 10-10-2024	10-08-2024

SUMMARY

Beginning Balance	\$870.00
Total Income (+)	\$5,200.00
Total Expenses (-)	\$665.80
Total Adjustments (+)	\$ (4,534.20)
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Ending Balance	\$870.00

Total Distribution: \$4,534.20

RESERVES

Reserve	\$870.00
Unpaid Bills	\$0.00
Work Order Estimates	\$0.00
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Total Required Reserves	\$870.00

DATES

Statement Period: This will show you the period of time which the statement covers. For our company, we process Owner Distributions by the 10th of the month. If the 10th happens to fall on a weekend or holiday, the Owner Distribution will be processed on the next business day and therefore the statement period will change. For the most part, the Statement Period will be from the 11th of the previous month to the 10th of the current month.

Statement Date: This is the date we prepared the statement. Please note that the statement will be accurate as of the date that it was prepared. However, if there are any changes after the date it was prepared such as voiding a payment or paying an invoice then this will not reflect an accurate statement. Though it doesn't happen often, it can happen such as preparing this statement as of the 8th (as noted above) and then paying an invoice on the 9th which would change these numbers. If it happens that there are transactions processed after the Statement Date but before the end of the Statement Period we can provide you with an updated statement.

SUMMARY

General Notes: This will summarize the activity during the Statement Period.

Total Distribution: This is the amount distributed to an owner via direct deposit.

RESERVES

Reserve: This amount is \$750 plus any Recurring Payable. A Recurring Payable is a bill that we pay on a recurring basis such as the gardener. For this property we pay the gardener \$120 therefore the Reserve is \$870 (\$750 + \$120).

Unpaid Bills: This will showcase any bills that have yet to be paid which will increase the Total Required Reserves. We work hard to have all bills are paid prior to processing the Owner Distribution therefore most of the time this amount will be \$0.00 but there are special circumstances where there will be an amount reflected here.

TRANSACTION DETAILS

Description	Date	Increase	Decrease	Balance
Beginning Balance	09-11-2024			\$870.00
John Smith				
Owner Draw - Owner Distribution	10-09-2024	\$0.00	\$4,534.20	
Net \$ (4,534.20)		\$0.00	\$4,534.20	
123 Main St. Orange, CA (Reserve: \$870.00)				
Rent - Rent (10-2024)	10-01-2024	\$5,200.00	\$0.00	
Landscaping - Gardener	10-02-2024	\$0.00	\$120.00	
HOA Dues	10-02-2024	\$0.00	\$135.00	
Management Fees		\$0.00	\$410.80	
Net \$4,534.20		\$5,200.00	\$665.80	
Statement Net \$0.00		\$5,200.00	\$5,200.00	
Ending Balance				\$870.00

Beginning Balance: This dollar amount should match the Ending Balance for the previous month's statement.

Owner: The first red box shows the activity for the owner. Most of the time an owner will take money out of the property via an Owner Distribution. However, from time to time an owner may need to fund the property for repairs and/or improvements therefore money will come into the account from the owner via an Owner Contribution.

Property: The second red box shows the activity for the property. This shows the incoming Rent of \$5,200 and the outgoing expenses of the Gardener at \$120, HOA Dues at \$135 and Management Fees of \$410.80 totaling \$665.80.

Statement Net: The third red box shows every dollar being accounted for. What we want to see is that the total Increase matches the total Decrease. The Increase into the account is usually composed of only Rents but it can also include flat fee utilities or Owner Contributions. The total Decrease will include the Owner and Property category which works out as follows...

Owner Distribution \$4,534.20
 Property Expenses \$665.80 (Gardener, HOA Dues, Management Fees)
 Total Decrease: \$5,200

Ending Balance: The goal is to have this number equal the Reserve amount.