

January 10, 2017

 ABC Apartments, LLC  
 1234 Pleasant Street  
 Seattle, WA 98102

RE: Monthly Financial Statement for December, 2016 (Year End)

Dear Members:

**Financial Summary:**

Beginning of Month Operating Cash Balance		\$ 50,455.44
(+) Operating Income		\$ 27,248.89
(-) Operating Expenses		\$ (14,916.80)
(=) Net Operating Income	\$ 12,332.09	
	(-) Owner Draw	\$ -
	(-) Reimbursable from Tenants	\$ (421.59)
	(+) Tenant Security Deposits	\$ 500.00
	(-) Tax Reserve	\$ (1,907.55)
	(-) Insurance Escrow	\$ (757.67)
	(-) Principal Portion of Mortgage Pmt	\$ (4,392.28)
(=) End of Month Operating Cash Balance		\$ 55,808.44

**Delinquencies:**

- There was one (1) delinquency for the month from unit #205. This was a result of a \$421.59 pest control fee back-billed for this service. The balance has since been paid in full and will be reflected on next month's report.

**Vacancies:**

- There are no vacancies at this time but as previously discussed with Ownership, Management will be creating vacancies to upgrade the last two outdated units (#104, #307). Vendors have been scheduled and we anticipate these projects being completed with minimal down time. We have an extensive "Wait List" of potential Renters and we expect to pre-lease these units at above market rates.

**Operating Expenses:**

- Electrical Supplies:** \$386.17 was paid to Home Depot for the new LED fixtures that were installed around the building's exterior by the onsite Manager.
- Plumbing Repairs:** \$773.61 was paid to Plumbing and Heating to repair a leak in the water main running to building. The onsite Manager was able to locate the leak and address most of the excavation reducing the property's potential expense considerably.
- Cleaning and Janitorial:** \$453.76 was paid primarily to Excel Professional Cleaning for the turnover cleaning of unit #104; this amount was deducted from the vacating Residents Security Deposit.
- Landscaping:** \$383.25 was paid to AtoZ Landscaping for monthly landscaping services.
- Elevator:** \$255.00 was paid to City of Seattle for the annual inspection of the elevator.
- Apartment Turnover:** \$2,681.16 was paid primarily to Washington Door Service for new interior doors throughout the building. Also includes payment to 1-Up Floors for new carpet in unit #104 during turnover. A portion of the carpet replacement was deducted from the vacating Resident's Security Deposit. This unit has since re-rented for \$200/month more than the previous tenant.
- Utilities:** \$3,559.21 was paid for the following: \$410.29 for Water, \$932.52 for Sewer, \$916.96 for Electricity, \$448.41 for Telephone, \$851.03 for Garbage & Recycling.
- Mortgage:** \$8,600.14 was paid to West Bank including \$4,392.28 for Principle, \$1,542.64 for Interest, \$1,907.55 for Tax Escrow and \$757.67 for Insurance Escrow.

**Year End Recap:**

- In comparison to 2015, we have seen an increase of 27% in Gross Income and a reduction of 32% in Operating Expenses which resulted in a 20% increase to the NOI from last year (+\$16,655).

As always, should you have any questions or comments please do not hesitate to contact our office at anytime.

Sincerely,



 Ross Rongner, President  
 First Commercial Properties  
 RR:MS

# Financial Statement

Property: ABC Apartments

Date Range: 12/01/16 - 12/31/16 (cash)

## ASSETS

Bank	
1120 ABC WaFed Checking	50,896.87
1121 ABC Security Deposit	16,721.41
1221 ABC MM Savings	13,732.53
1124 ABC Petty Cash	693.95
1663 ABC BOA Operating	4,700.00
1664 ABC BOA Sec Dep	100.00
1665 ABC BOA Petty Cash	100.00
1666 ABC BOA Deposit/Sweep	100.00
Total Bank	<u>87,044.76</u>
Other Current Asset	
1602 Reimbursable from Tenants	421.59
1759 Operating Reserve	25,000.00
1760 Real Estate Tax Reserve	5,327.66
1763 Insurance Escrow	21,387.28
1231341 Undeposited Funds	10,185.00
Total Other Current Asset	<u>62,321.53</u>
Other Asset	
1950 Capitalized Improvements	
1952 Project Management Fee - Capitalized	1,552.20
1950 Other Capitalized Improvements	66,865.71
1950 Total Capitalized Improvements	<u>68,417.91</u>
Total Other Asset	<u>68,417.91</u>
<b>TOTAL ASSETS</b>	<b><u><u>217,784.20</u></u></b>

## LIABILITIES & EQUITY

### Liabilities

Other Current Liability	
3500 Tenant Security Deposits	27,105.00
3530 Tenant Security Deposits: Tenant Gate Key Deposits	380.00
Total Other Current Liability	<u>27,485.00</u>
Long Term Liability	
3600 Property Mortgage	636,149.35
Total Long Term Liability	<u>636,149.35</u>
<b>Total Liabilities</b>	<b>663,634.35</b>

### Equity

Equity	
4000 Opening Balance Equity	-774,865.49
4200 Owner Contribution	25,000.00
4310 Retained Earnings	210,769.08
Total Equity	<u>-539,096.41</u>
<b>Net Income (1/1/2016 thru 11/30/2016)</b>	<b>80,913.01</b>

Income	
5000 Space Rent	-1,139.00
5100 APT Rent	25,956.87
5405 Storage Fees	-25.00
5415 Garage Parking Fees	700.00
5420 Carports Parking Fees	240.00
5465 Interest Income	2.57
5500 Utility Reimbursement	1,514.61
Total Income	27,250.05
Expense	
6000 Administrative Expenses	
6015 Dues and Subscriptions	8.75
6020 Administrative Licenses and Permits	71.00
6035 Office Supplies	103.95
6040 Postage and Delivery	22.25
6000 Total Administrative Expenses	205.95
6100 Repairs and Maintenance	
6105 Electrical Supplies	386.17
6110 Plumbing Repairs	773.61
6115 Plumbing Supplies	198.00
6129 Maintenance Supplies	236.23
6150 Cleaning and Janitorial	453.76
6155 Landscaping	383.25
6160 Tools and Equipment	96.63
6175 Painting	
6122 Painting Supplies	12.41
6175 Total Painting	12.41
6180 Pest Control	110.83
6190 Doors/Locks/Keys	140.52
6191 Window & Glass Repair	18.81
6192 Elevator	255.00
6100 Total Repairs and Maintenance	3,065.22
6200 Professional Fees	
6215 Property Management	1,377.74
6200 Total Professional Fees	1,377.74
6300 Financial Expense	
6301 Bank Service Charge	45.00
6305 Interest Expense	1,542.64
6300 Total Financial Expense	1,587.64
6400 Utilities	
6401 Water	410.29
6405 Sewer	932.52
6409 Electricity	
6408 Manager Unit Electricity	89.07
6430 General Service	763.01
6437 Vacant Unit Electricity	64.88
6409 Total Electricity	916.96
6420 Telephone	448.41
6425 Garbage & Recycling	851.03
6400 Total Utilities	3,559.21
6450 Turnover Expenses	
6452 Apt Turnover - Electrical	210.90
6456 Apt Turnover - Carpet	687.76

6460 Apt Turnover - Doors	1,749.00
6462 Apt Turnover - Blinds	33.50
6450 Total Turnover Expenses	<u>2,681.16</u>
6500 Payroll Expenses	
6502 Staff Salary	1,000.00
6505 General Casual Labor	750.00
6510 Employment Security (WA)	89.76
6511 FED Unemployment	12.45
6512 Medicare	30.09
6513 Social Security	128.64
6525 Employee Bonuses	324.86
6530 Payroll Processing	<u>104.08</u>
6500 Total Payroll Expenses	<u>2,439.88</u>
Total Expense	14,916.80
<b>Net Income (12/1/2016 thru 12/31/2016)</b>	12,333.25
<b>Total Equity</b>	<u>-445,850.15</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>217,784.20</u></u>

# Profit & Loss

Property: ABC Apartments  
Date Range: 12/01/16 - 12/31/16 (cash basis)

## INCOME

5000 Space Rent	-1,139.00
5100 APT Rent	25,956.87
5405 Storage Fees	-25.00
5415 Garage Parking Fees	700.00
5420 Carports Parking Fees	240.00
5465 Interest Income	2.57
5500 Utility Reimbursement	1,514.61

TOTAL INCOME 27,250.05

## EXPENSE

6000 Administrative Expenses	
6015 Dues and Subscriptions	8.75
6020 Administrative Licenses and Permits	71.00
6035 Office Supplies	103.95
6040 Postage and Delivery	22.25
6000 Total Administrative Expenses	<u>205.95</u>

6100 Repairs and Maintenance	
6105 Electrical Supplies	386.17
6110 Plumbing Repairs	773.61
6115 Plumbing Supplies	198.00
6129 Maintenance Supplies	236.23
6150 Cleaning and Janitorial	453.76
6155 Landscaping	383.25
6160 Tools and Equipment	96.63
6175 Painting	
6122 Painting Supplies	12.41
6175 Total Painting	<u>12.41</u>

6180 Pest Control	110.83
6190 Doors/Locks/Keys	140.52
6191 Window & Glass Repair	18.81
6192 Elevator	255.00
6100 Total Repairs and Maintenance	<u>3,065.22</u>

6200 Professional Fees	
6215 Property Management	1,377.74
6200 Total Professional Fees	<u>1,377.74</u>

6300 Financial Expense	
6301 Bank Service Charge	45.00
6305 Interest Expense	1,542.64
6300 Total Financial Expense	<u>1,587.64</u>

6400 Utilities	
6401 Water	410.29
6405 Sewer	932.52
6409 Electricity	
6408 Manager Unit Electricity	89.07
6430 General Service	763.01
6437 Vacant Unit Electricity	64.88
6409 Total Electricity	<u>916.96</u>

6420 Telephone	448.41
6425 Garbage & Recycling	851.03
6400 Total Utilities	<u>3,559.21</u>

6450 Turnover Expenses	
6452 Apt Turnover - Electrical	210.90

6456 Apt Turnover - Carpet	687.76
6460 Apt Turnover - Doors	1,749.00
6462 Apt Turnover - Blinds	<u>33.50</u>
6450 Total Turnover Expenses	2,681.16
6500 Payroll Expenses	
6502 Staff Salary	1,000.00
6505 General Casual Labor	750.00
6510 Employment Security (WA)	89.76
6511 FED Unemployment	12.45
6512 Medicare	30.09
6513 Social Security	128.64
6525 Employee Bonuses	324.86
6530 Payroll Processing	<u>104.08</u>
6500 Total Payroll Expenses	2,439.88
TOTAL EXPENSE	<u>14,916.80</u>
NET INCOME	<u>12,333.25</u>

NET INCOME SUMMARY

Income	27,250.05
Expense	<u>-14,916.80</u>
NET INCOME	<u>12,333.25</u>

# Cash Flow 12 Month Recap

Property: ABC Apartments

Date Range: 01/01/16 - 12/31/16 (cash basis)

	JAN 16	FEB 16	MAR 16	APR 16	MAY 16	JUN 16	JUL 16	AUG 16	SEP 16	OCT 16	NOV 16	DEC 16	TOTAL
<b>OPERATING ACTIVITIES</b>													
<b>INCOME</b>													
5000 Space Rent	0.00	-699.00	466.00	2,795.67	-861.00	5,045.00	-8,350.00	-199.67	85.00	1,187.00	473.00	-1,139.00	-1,197.00
5100 APT Rent	22,506.05	23,304.95	24,234.84	22,580.00	20,893.00	22,217.00	21,641.00	22,861.67	24,542.00	25,484.21	24,883.00	25,956.87	281,104.59
5300 Late Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	0.00	75.00
5405 Storage Fees	20.00	20.00	20.00	50.00	40.00	50.00	50.00	35.00	55.00	45.00	60.00	-25.00	420.00
5415 Garage Parking Fees	120.00	120.00	150.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	550.00	700.00	3,040.00
5416 Parking	0.00	0.00	0.00	0.00	0.00	0.00	-8.00	-8.00	-3.38	0.00	0.00	0.00	-19.38
5420 Carports Parking Fees	500.00	465.00	360.00	375.00	300.00	225.00	300.00	375.00	225.00	300.00	435.00	240.00	4,100.00
5435 Laundry Income	616.00	312.26	346.50	328.49	0.00	554.43	224.54	330.55	156.89	385.55	305.94	0.00	3,561.15
5451 Application Fee	0.00	0.00	108.00	54.00	0.00	0.00	0.00	0.00	108.00	54.00	0.00	0.00	324.00
5460 Other Fees	0.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
5465 Interest Income	1.98	2.03	2.23	2.14	2.38	2.40	2.48	2.52	2.55	2.66	2.50	2.57	28.44
5500 Utility Reimbursement													
5502 Water Reimbursement	0.00	0.00	465.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	465.83
5500 Other Utility Reimbursement	1,230.06	866.17	1,304.59	562.10	914.01	696.11	749.80	1,186.10	1,161.45	1,624.74	1,010.26	1,514.61	12,820.00
5500 Total Utility Reimbursement	1,230.06	866.17	1,770.42	562.10	914.01	696.11	749.80	1,186.10	1,161.45	1,624.74	1,010.26	1,514.61	13,285.83
5902 Month to Month Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	100.00
<b>TOTAL INCOME</b>	<b>24,994.09</b>	<b>24,391.41</b>	<b>27,607.99</b>	<b>26,947.40</b>	<b>21,488.39</b>	<b>28,989.94</b>	<b>14,809.82</b>	<b>24,783.17</b>	<b>26,532.51</b>	<b>29,283.16</b>	<b>27,894.70</b>	<b>27,250.05</b>	<b>304,972.63</b>
<b>EXPENSE</b>													
6000 Administrative Expenses													
6001 Advertising	0.00	-175.20	-59.00	0.00	-241.18	0.00	-45.00	0.00	-45.00	-90.00	0.00	0.00	-655.38
6010 Administrative Automobile and Travel	0.00	0.00	0.00	0.00	0.00	-8.00	0.00	0.00	0.00	0.00	0.00	0.00	-8.00
6015 Dues and Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-340.00	0.00	-225.00	-8.75	-573.75
6020 Administrative Licenses and Permits	-71.00	0.00	0.00	0.00	-312.36	0.00	0.00	0.00	0.00	0.00	0.00	-71.00	-454.36
6030 Promotions/Bonus	0.00	0.00	-31.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-31.02
6035 Office Supplies	0.00	-63.55	-46.89	-87.71	0.00	0.00	0.00	-89.06	-21.89	0.00	-415.26	-103.95	-828.31
6040 Postage and Delivery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-87.82	0.00	0.00	-22.25	-110.07
6050 Signs and Posters	0.00	0.00	0.00	0.00	0.00	0.00	-26.77	0.00	-91.61	0.00	0.00	0.00	-118.38
6055 Training, Seminars, Meetings	0.00	0.00	0.00	0.00	0.00	-57.46	0.00	0.00	0.00	0.00	0.00	0.00	-57.46
6056 Community Relations	0.00	-10.43	-40.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-50.60
6060 Alarms/Security	0.00	0.00	0.00	0.00	-101.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-101.38
6000 Total Administrative Expenses	-71.00	-249.18	-177.08	-87.71	-654.92	-65.46	-71.77	-89.06	-586.32	-90.00	-640.26	-205.95	-2,988.71
6100 Repairs and Maintenance													
6101 Electrical Repairs	0.00	0.00	0.00	-476.76	-591.30	-240.90	-517.05	-333.98	0.00	0.00	0.00	0.00	-2,159.99
6104 Unit Turnover Labor	0.00	0.00	0.00	0.00	0.00	0.00	-765.00	0.00	0.00	0.00	0.00	0.00	-765.00
6105 Electrical Supplies	0.00	-19.66	-133.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-386.17	-539.33

	JAN 16	FEB 16	MAR 16	APR 16	MAY 16	JUN 16	JUL 16	AUG 16	SEP 16	OCT 16	NOV 16	DEC 16	TOTAL
6110 Plumbing Repairs	0.00	-133.20	0.00	-145.71	0.00	0.00	0.00	-301.40	-862.50	-104.12	0.00	-773.61	-2,320.54
6115 Plumbing Supplies	-15.84	-20.00	0.00	0.00	0.00	0.00	0.00	0.00	-508.52	-64.80	0.00	-198.00	-807.16
6120 Appliance Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-740.21	0.00	0.00	0.00	-740.21
6125 Appliance Supplies	0.00	0.00	-31.83	0.00	0.00	0.00	-618.14	-371.97	-524.34	0.00	0.00	0.00	-1,546.28
6129 Maintenance Supplies	-231.77	-192.76	-29.07	-164.65	0.00	0.00	0.00	-17.29	-323.34	-57.87	-439.21	-236.23	-1,692.19
6130 Building Repairs & Maintenance													
6135 Building Repairs	0.00	-133.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-628.01	0.00	-761.20
6138 Carport/Sheds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-25.21	0.00	-25.21
6163 Building Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-25.79	0.00	-25.79
6130 Other Building Repairs & Maintenance	0.00	0.00	0.00	0.00	-320.00	-158.52	-370.76	-1,619.31	0.00	-356.49	0.00	0.00	-2,825.08
6130 Total Building Repairs & Maintenance	0.00	-133.19	0.00	0.00	-320.00	-158.52	-370.76	-1,619.31	0.00	-356.49	-679.01	0.00	-3,637.28
6140 Carpet	0.00	-125.00	-150.00	-235.00	0.00	0.00	-2,538.83	-142.24	0.00	0.00	0.00	0.00	-3,191.07
6150 Cleaning and Janitorial	0.00	0.00	-23.54	-295.00	-809.40	-1,401.60	-1,590.00	-865.59	-125.00	-372.60	-342.11	-453.76	-6,278.60
6155 Landscaping	-24.40	-372.30	-383.25	-383.25	-383.25	-383.25	-383.25	-383.25	-383.25	-455.25	-383.25	-383.25	-4,301.20
6160 Tools and Equipment	-78.06	0.00	-180.05	0.00	0.00	-1,075.84	-64.58	-70.78	-126.35	-286.02	-80.32	-96.63	-2,058.63
6170 Floor Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-483.81	0.00	0.00	0.00	-483.81
6175 Painting													
6122 Painting Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,107.97	-126.86	381.32	-12.41	-865.92
6175 Other Painting	0.00	275.15	0.00	-747.86	-967.22	-331.50	-5,141.41	2,533.21	0.00	0.00	-44.89	0.00	-4,424.52
6175 Total Painting	0.00	275.15	0.00	-747.86	-967.22	-331.50	-5,141.41	2,533.21	-1,107.97	-126.86	336.43	-12.41	-5,290.44
6180 Pest Control	0.00	-107.19	-105.54	-110.83	-523.25	-110.83	-110.83	0.00	-110.83	-221.66	-110.83	-110.83	-1,622.62
6190 Doors/Locks/Keys	-543.80	0.00	0.00	-508.54	-597.05	-229.34	-3,220.10	-2,139.02	-683.92	-750.71	69.71	-140.52	-8,743.29
6191 Window & Glass Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-114.19	0.00	0.00	-18.81	-133.00
6192 Elevator	0.00	0.00	-3,121.41	-271.26	0.00	0.00	0.00	0.00	0.00	-309.07	0.00	-255.00	-3,956.74
6100 Other Repairs and Maintenance	0.00	0.00	0.00	-958.17	-767.17	-1,673.91	-1,544.63	-2,477.67	-2,248.86	-117.49	0.00	0.00	-9,787.90
6100 Total Repairs and Maintenance	-893.87	-828.15	-4,158.19	-4,297.03	-4,958.64	-5,605.69	-16,864.58	-6,189.29	-8,343.09	-3,222.94	-1,628.59	-3,065.22	-60,055.28
6121 Appliances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-89.99	0.00	0.00	-89.99
6200 Professional Fees													
6201 Legal Fees	0.00	-25.00	-25.00	-666.00	-1,129.50	-211.00	-189.00	-265.50	0.00	0.00	0.00	0.00	-2,511.00
6203 Survey Expense	0.00	0.00	-205.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-205.00
6205 Accounting and Audit	0.00	-798.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-798.00
6215 Property Management	-1,200.00	-1,200.00	-1,214.77	-1,215.41	-1,200.00	-1,200.00	-1,200.00	-1,200.00	-1,324.62	-1,321.99	-1,519.87	-1,377.74	-15,174.40
6220 Background Check	0.00	-108.00	-162.00	0.00	-324.00	0.00	0.00	-90.00	0.00	-108.00	-144.00	0.00	-936.00
6200 Total Professional Fees	-1,200.00	-2,131.00	-1,606.77	-1,881.41	-2,653.50	-1,411.00	-1,389.00	-1,555.50	-1,324.62	-1,429.99	-1,663.87	-1,377.74	-19,624.40
6300 Financial Expense													
6301 Bank Service Charge	-10.00	-10.00	-20.00	-10.00	-5.00	-5.00	-20.00	-40.00	-10.00	-10.00	-70.00	-45.00	-255.00
6305 Interest Expense	-1,804.77	-1,771.16	-1,749.04	-1,710.13	-1,677.07	-1,649.76	-1,622.59	-1,595.59	-1,585.06	-1,569.11	-1,558.56	-1,542.64	-19,835.48
6300 Total Financial Expense	-1,814.77	-1,781.16	-1,769.04	-1,720.13	-1,682.07	-1,654.76	-1,642.59	-1,635.59	-1,595.06	-1,579.11	-1,628.56	-1,587.64	-20,090.48
6400 Utilities													
6401 Water	-426.80	-345.42	-406.06	-347.91	-398.51	-559.05	-519.18	-544.07	-677.65	-638.41	-747.65	-410.29	-6,021.00
6405 Sewer	-956.88	-785.28	-920.25	-785.28	-907.98	-1,083.76	-944.79	-993.87	-1,239.27	-1,374.24	-1,754.61	-932.52	-12,678.73
6409 Electricity													
6408 Manager Unit Electricity	0.00	-286.82	0.00	-224.59	0.00	0.00	0.00	-114.03	0.00	0.00	0.00	-89.07	-714.51
6430 General Service	0.00	-711.84	0.00	-622.60	-46.37	0.00	0.00	-615.22	0.00	-761.56	0.00	-763.01	-3,520.60



	JAN 16	FEB 16	MAR 16	APR 16	MAY 16	JUN 16	JUL 16	AUG 16	SEP 16	OCT 16	NOV 16	DEC 16	TOTAL
6437 Vacant Unit Electricity	0.00	0.00	0.00	-85.20	0.00	0.00	0.00	-38.88	0.00	-40.93	0.00	-64.88	-229.89
6409 Other Electricity	0.00	-15.47	0.00	-28.40	0.00	-844.48	0.00	0.00	-208.41	-175.66	0.00	0.00	-1,272.42
6409 Total Electricity	0.00	-1,014.13	0.00	-960.79	-46.37	-844.48	0.00	-768.13	-208.41	-978.15	0.00	-916.96	-5,737.42
6415 Internet	0.00	-44.77	-102.19	0.00	-21.94	-85.94	0.00	-78.13	-7.71	-153.69	0.00	0.00	-494.37
6416 Cable	0.00	-44.78	-102.18	0.00	0.00	0.00	0.00	0.00	-7.16	-153.67	0.00	0.00	-307.79
6420 Telephone	-52.05	-345.63	-278.71	-177.66	-177.64	-311.60	18.68	-259.77	-428.82	-424.12	-131.69	-448.41	-3,017.42
6425 Garbage & Recycling	-900.45	-833.00	-1,150.11	-851.03	-851.03	-2,055.03	-851.03	-851.03	-851.03	-851.03	-851.03	-851.03	-11,746.83
6400 Total Utilities	-2,336.18	-3,413.01	-2,959.50	-3,122.67	-2,403.47	-4,939.86	-2,296.32	-3,495.00	-3,420.05	-4,573.31	-3,484.98	-3,559.21	-40,003.56
6450 Turnover Expenses													
6451 Apt Turnover - Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,815.00	0.00	0.00	-1,815.00
6452 Apt Turnover - Electrical	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-118.41	-175.11	-210.90	-504.42
6454 Apt Turnover - Painting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-379.27	0.00	-379.27
6455 Apt Turnover - Cleaning	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-635.11	0.00	-635.11
6456 Apt Turnover - Carpet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-357.67	-687.76	-1,045.43
6457 Apt Turnover - Vinyl	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,604.71	0.00	-1,604.71
6459 Apt Turnover - Cabinets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-141.43	0.00	0.00	-141.43
6460 Apt Turnover - Doors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,749.00	-1,749.00
6461 Apt Turnover - Hardware	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-546.98	-122.67	0.00	-669.65
6462 Apt Turnover - Blinds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-249.72	0.00	-33.50	-283.22
6450 Total Turnover Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-2,871.54	-3,274.54	-2,681.16	-8,827.24
6500 Payroll Expenses													
6501 Resident Manager Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-923.50	923.50	0.00	0.00
6502 Staff Salary	-1,000.00	-1,615.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,532.50	-1,000.00	-1,000.00	-13,147.50
6504 Manager Casual Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-2,700.00	-975.00	0.00	-3,675.00
6505 General Casual Labor													
65052 Repair & Maintenance Labor	-150.00	0.00	-690.00	-294.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,134.54
6505 Other General Casual Labor	0.00	0.00	0.00	0.00	0.00	0.00	-60.00	-300.00	0.00	0.00	-156.98	-750.00	-1,266.98
6505 Total General Casual Labor	-150.00	0.00	-690.00	-294.54	0.00	0.00	-60.00	-300.00	0.00	0.00	-156.98	-750.00	-2,401.52
6510 Employment Security (WA)	-47.95	-69.46	-70.86	-51.16	-22.30	-44.04	-45.38	-72.47	-44.04	-137.87	-65.78	-89.76	-761.07
6511 FED Unemployment	-6.90	-9.69	-13.06	-7.76	-6.00	-6.00	-6.36	-7.80	-6.00	-19.04	-11.85	-12.45	-112.91
6512 Medicare	-16.68	-23.42	-31.58	-18.78	-14.50	-14.50	-15.37	-18.85	-14.50	-61.37	-28.64	-30.09	-288.28
6513 Social Security	-71.30	-100.13	-134.99	-80.26	-62.00	-62.00	-65.72	-80.60	-62.00	-262.42	-122.45	-128.64	-1,232.51
6514 L&I Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-85.75	0.00	0.00	-85.75
6515 Labor and Industries	-227.12	0.00	0.00	-303.18	0.00	0.00	-129.64	0.00	0.00	0.00	0.00	0.00	-659.94
6525 Employee Bonuses	0.00	0.00	-487.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-324.86	-812.14
6530 Payroll Processing	-211.95	-80.20	-80.20	-101.70	-83.25	-83.25	-104.75	-83.25	-83.25	-104.75	-83.25	-104.08	-1,203.88
6500 Total Payroll Expenses	-1,731.90	-1,897.90	-2,507.97	-1,857.38	-1,188.05	-1,209.79	-1,427.22	-1,562.97	-1,209.79	-5,827.20	-1,520.45	-2,439.88	-24,380.50
6600 Insurance													
6610 Umbrella	0.00	0.00	-362.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-362.25
6611 Property Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-7,885.88	7,518.25	0.00	0.00	-367.63
6600 Other Insurance	0.00	0.00	-7,156.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-7,156.00
6600 Total Insurance	0.00	0.00	-7,518.25	0.00	0.00	0.00	0.00	0.00	-7,885.88	7,518.25	0.00	0.00	-7,885.88
6700 Taxes													
6701 Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-14,912.96	-12,615.36	0.00	0.00	-27,528.32
6700 Total Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-14,912.96	-12,615.36	0.00	0.00	-27,528.32

	JAN 16	FEB 16	MAR 16	APR 16	MAY 16	JUN 16	JUL 16	AUG 16	SEP 16	OCT 16	NOV 16	DEC 16	TOTAL
TOTAL EXPENSE	-8,047.72	-10,300.40	-20,696.80	-12,966.33	-13,540.65	-14,886.56	-23,691.48	-14,527.41	-39,277.77	-24,781.19	-13,841.25	-14,916.80	-211,474.36
OTHER EXPENSE													
6072 Petty Cash Advances	0.00	0.00	0.00	0.00	0.00	-1,454.42	1,202.41	0.00	0.00	0.00	0.00	0.00	-252.01
TOTAL OTHER EXPENSE	0.00	0.00	0.00	0.00	0.00	-1,454.42	1,202.41	0.00	0.00	0.00	0.00	0.00	-252.01
Net Income	16,946.37	14,091.01	6,911.19	13,981.07	7,947.74	12,648.96	-7,679.25	10,255.76	-12,745.26	4,501.97	14,053.45	12,333.25	93,246.26
Adjustments to reconcile Net Income to net cash provided by operations													
1602 Reimbursable from Tenants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-421.59	-421.59
1759 Operating Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-25,000.00	-25,000.00
1760 Real Estate Tax Reserve	-2,102.57	-2,102.57	-1,907.55	-1,907.55	-1,907.55	-1,907.55	-1,907.55	-1,907.55	13,005.41	10,707.81	-1,907.55	-1,907.55	4,247.68
1763 Insurance Escrow	-562.65	-562.65	-757.67	-757.67	-757.67	-757.67	-757.67	-757.67	7,128.21	-757.67	-757.67	-757.67	-816.12
3500 Tenant Security Deposits	0.00	-575.00	2,043.34	-844.00	1,000.00	0.00	0.00	1,845.00	-446.07	-1,175.00	500.00	500.00	2,848.27
3530 Tenant Security Deposits: Tenant Gate Key Deposits	0.00	-40.00	-40.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
Net cash provided by Operating Activities	14,281.15	10,810.79	6,249.31	10,571.85	6,282.52	9,983.74	-10,344.47	9,435.54	6,942.29	13,277.11	11,888.23	-15,253.56	74,124.50
INVESTING ACTIVITIES													
OTHER ASSET													
1950 Capitalized Improvements													
1952 Project Management Fee - Capitalized	0.00	0.00	0.00	0.00	0.00	-1,552.20	0.00	0.00	0.00	0.00	0.00	0.00	-1,552.20
1950 Other Capitalized Improvements	0.00	-964.62	-22,854.89	-4,469.19	-2,755.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-31,044.07
1950 Total Capitalized Improvements	0.00	-964.62	-22,854.89	-4,469.19	-2,755.37	-1,552.20	0.00	0.00	0.00	0.00	0.00	0.00	-32,596.27
TOTAL OTHER ASSET	0.00	-964.62	-22,854.89	-4,469.19	-2,755.37	-1,552.20	0.00	0.00	0.00	0.00	0.00	0.00	-32,596.27
Net cash provided by Investing Activities	0.00	-964.62	-22,854.89	-4,469.19	-2,755.37	-1,552.20	0.00	0.00	0.00	0.00	0.00	0.00	-32,596.27
FINANCING ACTIVITIES													
LONG TERM LIABILITY													
3600 Property Mortgage	-4,130.15	-4,163.76	-4,185.88	-4,224.79	-4,257.85	-4,285.16	-4,312.33	-4,339.33	-4,349.86	-4,365.81	-4,376.36	-4,392.28	-51,383.56
TOTAL LONG TERM LIABILITY	-4,130.15	-4,163.76	-4,185.88	-4,224.79	-4,257.85	-4,285.16	-4,312.33	-4,339.33	-4,349.86	-4,365.81	-4,376.36	-4,392.28	-51,383.56
EQUITY													
4200 Owner Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	25,000.00
4310 Retained Earnings	0.00	0.00	1,381.73	0.00	0.00	0.00	0.00	-1,411.83	746.07	60.00	-500.00	0.00	275.97
TOTAL EQUITY	0.00	0.00	1,381.73	0.00	0.00	0.00	0.00	-1,411.83	746.07	60.00	-500.00	25,000.00	25,275.97
Net cash provided by Financing Activities	-4,130.15	-4,163.76	-2,804.15	-4,224.79	-4,257.85	-4,285.16	-4,312.33	-5,751.16	-3,603.79	-4,305.81	-4,876.36	20,607.72	-26,107.59
Net cash increase for period	10,151.00	5,682.41	-19,409.73	1,877.87	-730.70	4,146.38	-14,656.80	3,684.38	3,338.50	8,971.30	7,011.87	5,354.16	15,420.64
Cash at beginning of period	81,809.12	91,960.12	97,642.53	78,232.80	80,110.67	79,379.97	83,526.35	68,869.55	72,553.93	75,892.43	84,863.73	91,875.60	81,809.12
Cash at end of period	91,960.12	97,642.53	78,232.80	80,110.67	79,379.97	83,526.35	68,869.55	72,553.93	75,892.43	84,863.73	91,875.60	97,229.76	97,229.76
Cash Flow 12 Month Recap													

SAMPLE

# Check / Deposit Listing

Property: ABC Apartments  
 ABC WaFed Checking  
 Checks Only  
 Date Range: 12/01/16 - 12/31/16

Date	Reference	Information	Cleared	Deposit	Payment
<b>ABC WaFed Checking</b>					
12/01/16	2117	FedEx	Acct #: 1087-498-3	Y	22.25
12/05/16	2118	Tim	2016 Holiday Bonus	Y	300.00
12/05/16	2119	Tim	Expense Reimbursement	Y	184.46
12/06/16	2120	Pest Control	#205 - Roach Treatment , #205 - t	Y	421.59
12/06/16	2121	Professional Cleaning	Move-Out Cleaning - #104	Y	421.58
12/07/16	2122	City of Seattle - Seattle City Light	Acct #: 057240080	Y	64.88
12/07/16	2124	City of Seattle - Seattle City Light	Acct #: 7414610200	Y	89.07
12/07/16	2125	T-Mobile	Acct #: 908874521	Y	138.73
12/07/16	2126	City of Seattle - Seattle City Light	Acct #: 8704810000	Y	763.01
12/08/16	2127	Century Link	Acct #: 206-888-0354 106C	Y	56.69
12/12/16	2128	Door Service, LLC	Interior Doors	Y	1,749.00
12/12/16	2129	Floors	Job #: 1088887	Y	687.76
12/15/16	2130	Plumbing & Heating	Replaced PVC Pipe to Secure Leaz	Y	773.61
12/15/16	2131	Pest Control Co.	Acct #: 77778	Y	110.83
12/16/16	2132	First Commercial Property Corp		Y	1,482.32
12/20/16	2133	City of Seattle - Seattle Public Utilities	Acct #524368791000	Y	2,193.84
12/20/16	2134	City of Seattle Construction & Inspections	CAAA: D888799	Y	255.00
12/27/16	2135	T-Mobile	Lease #: 20187444407	Y	177.99
12/27/16	2136	Landscape Inc.	Acct #: 78989	Y	383.25

Totals of Deposits/Payments for Bank 0.00 10,275.86

	Totals:	0.00	10,275.86
	Counts:	0	19
	Balance of listed transactions:		-10,275.86

## Bank Balance Summary

Bank	Balance before 12/1/2016	Balance on 12/31/2016
ABC WaFed Checking	45,655.44	50,896.87

# Rent Roll Analysis

Property: ABC Apartments  
As of 12/31/16

Tenant Name	Unit	Unit Type	Sq Ft	Market Rent	Rent	Vacancy Loss	Misc Charges	Total Charges	Balance	Security Deposit	Increase Amount	Last Rent Increase	Move In	Lease End
<b>ABC Apartments</b>														
Amy	101	2x1.5	875	1,295.00	1,150.00	0.00	0.00	1,150.00	0.00	350.00	0.00		9/1/13	2/31/16
Diana	102	2x1.5	875	1,295.00	1,150.00	0.00	140.00	1,290.00	0.00	350.00	0.00		8/15/06	8/20/15
Nancy	103	2x1.5	875	1,295.00	1,150.00	0.00	0.00	1,150.00	0.00	350.00	0.00		5/29/07	3/31/17
Jennifer	104	1x1	650	1,175.00	1,175.00	0.00	0.00	1,175.00	0.00	500.00	0.00		2/10/16	9/30/17
Kurt	105	2x1.5	875	1,295.00	875.00	0.00	50.00	925.00	-366.00	300.00	0.00		1/18/03	1/30/10
Monica	106	1x1	650	1,175.00	1,075.00	0.00	50.00	1,125.00	0.00	1,070.00	0.00		8/14/14	7/31/15
Gloria	107	2x1.5	875	1,295.00	1,300.00	0.00	80.00	1,380.00	0.00	300.00	0.00		9/26/16	8/31/17
Jorge	108	2x1.5	875	1,295.00	1,150.00	0.00	0.00	1,150.00	0.00	290.00	0.00		6/6/06	2/31/16
Kelly	201	2x1.5	875	1,295.00	1,175.00	0.00	50.00	1,225.00	0.00	590.00	0.00		1/17/06	1/31/18
Tara	202	2x1.5	875	1,295.00	1,175.00	0.00	0.00	1,175.00	0.00	1,350.00	0.00		2/22/15	1/31/18
Juan	203	2x1.5	875	1,295.00	1,175.00	0.00	125.00	1,300.00	115.00	430.00	0.00		9/11/06	9/30/16
Sydney	204	1x1	650	1,175.00	1,030.00	0.00	50.00	1,080.00	0.00	1,080.00	0.00		3/1/16	1/31/18
Dave	205	2x1.5	875	1,295.00	1,250.00	0.00	0.00	1,250.00	421.59	1,250.00	0.00		3/8/16	2/28/17
Erin	206	1x1	650	1,175.00	1,150.00	0.00	60.00	1,210.00	0.00	1,450.00	0.00		10/9/15	7/31/16
Tina	207	2x1.5	875	1,295.00	1,250.00	0.00	0.00	1,250.00	0.00	1,250.00	0.00		3/8/16	2/28/18
Jose	208	2x1.5	875	1,295.00	1,175.00	0.00	85.00	1,260.00	0.00	350.00	0.00		11/1/09	1/31/18
MGR, Tim	301	2x1.5	875	1,295.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0/28/16	
Sally	302	2x1.5	875	1,295.00	1,200.00	0.00	100.00	1,300.00	0.00	550.00	0.00		9/20/14	1/30/17
Billy	303	2x1.5	875	1,295.00	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	0.00		8/1/16	7/31/17
Melvin	304	1x1	650	1,175.00	1,038.00	0.00	50.00	1,088.00	-465.00	300.00	0.00		11/1/16	0/31/17
Idris	305	2x1.5	875	1,295.00	1,300.00	0.00	100.00	1,400.00	-75.00	390.00	0.00		10/5/07	1/30/13
Briana	306	1x1	650	1,175.00	1,075.00	0.00	65.00	1,140.00	100.00	1,375.00	0.00		3/11/16	2/28/17
Kathryn	307	2x1.5	875	1,295.00	825.00	0.00	0.00	825.00	0.00	500.00	0.00		7/1/89	9/30/10
David	308	2x1.5	875	1,295.00	1,250.00	0.00	0.00	1,250.00	0.00	1,645.00	0.00		6/1/16	7/31/17
<b>Totals for ABC Apartments</b>			19,650	30,360.00	26,293.00	0.00	1,005.00	27,298.00	-269.41	17,220.00	0.00			

Sq Ft	Market Rent	Rent	Vacancy Loss	Misc Charges	Total Charges	Balance	Security Deposit	Increase Amount
19,650	30,360.00	26,293.00	0.00	1,005.00	27,298.00	-269.41	17,220.00	0.00

## Report Summary

Detail	Value
Total Possible Rent	26,293.00
Rent Roll Analysis	

Vacancy Rent	0.00
Occupied Unit Rent	26,293.00
# of Units	24
Vacant Units	0
Occupancy	100%

SAMPLE