



TENANT(S): _____
UNIT ADDRESS: _____

INVESTMENT PROPERTY OWNERS

Tenant Records & Reminders

EOM Q Y = End of Month, Quarter, Year



Make a copy of this checklist for each tenant. Then record dates below for tracking.

	" For Rent "	Move In	Occupancy	Move Out	Special Situations
	 <i>Tenant Application</i> <i>Lease review, sign, accept</i> Schedule BEFORE Move In <i>Have Utilities Read</i> AT Move In <i>Provide Checklist</i> <i>Provide Deposit Info Letter</i> Due in 7 Days <i>Get Tenant Completed Checklist</i> 60 Day Lead <i>Annual Rental Renewal Letter</i> 1 Day Notice <i>Repairs made due to:</i> With Renewals <i>Upgrades made:</i>	 <i>Schedule Utilities Read</i> Due in 14 Days <i>Tenant Provides Forwarding Address</i> Win 30 Days <i>Forward Deposit w/ Remittance</i> Win 7 more Days <i>Tenant Response to Damages</i> Landlord files Court Claim Other: _____			
Jan					
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					

UNIT ADDRESS: _____
TENANT(S): _____

This spreadsheet available upon request
to our customers/ clients in various formats.



INVESTMENT PROPERTY OWNERS

TAX RECORDS :

EOM Q Y = End of Month, Quarter, Year



Make a copy each year of this ledger then enter monthly totals & year end totals

	Advtsg	Auto / Travel	Fix-n-clean:	Insur.	Professional	Interest part of:	Supply	Taxes	Utilities	Phone	Equip.	Imprvts					
RENT (& check#): _____ from _____ Unit, Garage, Appliances, Surrendered Deposits	<i>Advertising related</i>	<i>Miles driven, related to operating property</i>	<i>Other Overnight Expenses</i>	<i>Maintenance: (Before failure), Cleaning</i>	<i>Repairs: (after failure)</i>	<i>Insurance</i>	<i>Legal, Accounting, Profess. fees</i>	<i>Contract Management Fees</i>	<i>Land Contract (get payee SS#)</i>	<i>Mortgage Equity Installments, Refinance Fees</i>	<i>supply for office, cleaning, grounds care</i>	<i>Property Taxes, Employee Taxes</i>	<i>Water, Sewer, & Heat/ Electric</i>	<i>Trash Removal, cable</i>	<i>Long Distance, 100% Bus, Use Mobile</i>	<i>Tools and Other Equipment</i>	<i>Permanent Upgrades.</i>
Jan																	
Feb																	
Mar																	
Apr																	
May																	
Jun																	
Jul																	
Aug																	
Sep																	
Oct																	
Nov																	
Dec																	
Totals:																	

USUALLY TRY TO PAY BILLS
DUE IN JANUARY BY EOY
(End Of Year) IN DECEMBER

