



Email: branchname@companywebsite.co.uk

Phone: 00000 000 000 Fax: 00000 000000

Address: "Company Name", "Address Line 1", "Address Line 2", "Address Line 3", "Address Line 4", CO00 0DE

Company Registration: 6 in England

Statement

"Landlord Forename" "Landlord Surname"
 "Landlord Address 1"
 "Landlord Address 2"
 "Landlord Address 3"

United Kingdom
 CO00 0DE

Date: 08 March 2007
 Invoice Number: inv-4

Letter Ref: post-20

 YOUR STATEMENT

"Property Number" "Property Address 1"

Money in		
25/01/2007	Rent Payment for "Property Number" "Property Address 1", CO00 0DE' from "Tenant Forename" "Tenant Surname"	£500.00
25/02/2007	Rent Payment for "Property Number" "Property Address 1", CO00 0DE' from "Tenant Forename" "Tenant Surname"	£500.00
Total income		£1,000.00
Money out		
25/01/2007	Management Fee Charge at 10.00%	£58.75
25/02/2007	Management Fee Charge at 10.00%	£58.75
Total expenditure		£117.50
Net amount due to you		£882.50

Opening balance from your last invoice: £0.00

Closing balance after invoice: £882.50

our invoice

Date	Invoice No.	VAT No.	Fees	VAT	Total
08/03/2007	inv-4	000 0000 00	£100.00	£17.50	£117.50



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Welcome to your monthly Landlord Report

"Landlord Forename" "Landlord Surname"
"Landlord Address 1"
"Landlord Address 2"
"Landlord Address 3"

United Kingdom
CO00 0DE

The aim of this report is to keep you informed of the activities we carry out on your behalf.

You will receive an up-to-date Landlord Report with each Statement/Invoice (advising you of the payments we are making to you). We will send you a copy of the Management Report at least every 30 days even if there are no funds to transfer to you.

Enclosed is your Management Diary which covers from 16/10/2008 to 11/11/2008.

If you require further assistance, please do not hesitate to contact us.

Letter Ref: post-20



RENT SUMMARY

The following rent is outstanding :-

"Property Number" "Property Address 1"

- "Tenant Forename" "Tenant Surname" owes £5.00
- "Forename" "Surname" owes £394.51

Total money collected: £0.00

Total outstanding rent: £399.51



TENANT NOTES

"Property Number" "Property Address 1"

	Noted at: 04/11/2008	Money Owed Chase of type Guarantor Legal Action Warning (Letter by Post) for "Tenant Forename" "Tenant Surname" created and placed in the postbag awaiting posting.
	Noted at: 04/11/2008	Money Owed Chase of type Guarantor Request Payment (Letter by Post) for "Tenant Forename" "Tenant Surname" created and placed in the postbag awaiting posting.
	Noted at: 04/11/2008	Money Owed Chase of type Tenant Final Reminder (Letter by Post) for "Tenant Forename" "Tenant Surname" created and placed in the postbag awaiting posting.
	Noted at: 04/11/2008	Money Owed Chase of type Tenant Legal Action Warning (Letter by Post) for "Tenant Forename" "Tenant Surname" created and placed in the postbag awaiting posting.
	Noted at: 04/11/2008	Money Owed Chase of type Tenant Reminder (Letter by Post) for "Tenant Forename" "Tenant Surname" created and placed in the postbag awaiting posting.
	Noted at: 04/11/2008	Money Owed Chase of type Guarantor Request Payment (Letter by Post) sent to "Tenant Forename" "Tenant Surname" with Reference post-36.
	Noted at: 04/11/2008	Money Owed Chase of type Tenant Reminder (Letter by Post) sent to "Tenant Forename" "Tenant Surname" with Reference post-39.
	Noted at: 04/11/2008	Money Owed Chase of type Guarantor Legal Action Warning (Letter by Post) sent to "Tenant Forename" "Tenant Surname" with Reference post-35.
	Noted at: 04/11/2008	Money Owed Chase of type Tenant Final Reminder (Letter by Post) sent to "Tenant Forename" "Tenant Surname" with Reference post-37.
	Noted at: 04/11/2008	Money Owed Chase of type Tenant Legal Action Warning (Letter by Post) sent to "Tenant Forename" "Tenant Surname" with Reference post-38.
	Noted at: 04/11/2008	Money Owed Chase of type Guarantor Legal Action Warning (Letter by Post) for "Tenant Forename" "Tenant Surname" created and placed in the postbag awaiting posting.
	Noted at: 04/11/2008	Money Owed Chase of type Guarantor Request Payment (Letter by Post) for "Tenant Forename" "Tenant Surname" created and placed in the postbag awaiting posting.
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PROPERTY MAINTENANCE

When a maintenance job is first reported to us the 'Current Stage' says 'Reported'. Once we start making arrangements the stage changes to 'Actioned'. When the job has been completed the stage says 'Closed'. 'Closed' jobs will not be shown in future management reports.

"Property Number" "Property Address 1"

ID: job-541	Date Reported: 22/09/2008	Current Stage: Reported	
Description - tes test test			
ID: job-540	Date Reported: 17/09/2008	Contractor: British Gas	Current Stage: Reported
Description - test test			
ID: job-535	Date Reported: 25/01/2007	Contractor: "ContractorForename" "ContractorSurname"	Current Stage: Reported
Description - "Maintenance Job Description"			



PROPERTY CERTIFICATES

These include safety certificates such as gas safety inspections.

There are no certificates due to be renewed except for the following ones:-


"Property Number" "Property Address 1"

The following certificates require immediate attention:

- Inspection Certificate was due on the 17/09/2008
Please contact us urgently to discuss this.
 - Gas Safety Certificate was due on the 26/01/2007
You are responsible for renewing this. Please let us know if you want us to renew it.
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LANDLORD NOTES

 **Noted at:** 16/10/2008 Landlord Management Report for the period 17/09/2008 - 16/10/2008 created ready for authorisation of posting.



TENANCY AGREEMENTS

Tenancy status explanation. 'New' means that we have found tenants and are processing their application. 'Signed' tenancies are legally binding. 'Ended' tenancies have passed their end date and we are in the process of finalising deposit arrangements. Once we have completed this process the tenancy will not appear in future management reports.

Property	Agreement date	Status
 "Property Number" "Property Address 1"	 22 October 2008 to 28 October 2008	Ended (Re-let)
 "Property Number" "Property Address 1"	 06 June 2007 to 21 October 2008	Ended (Re-let)
 "Property Number" "Property Address 1"	 25 January 2007 to 05 June 2007	Ended (First Let)