

Email: branchname@companywebsite.co.uk

Phone: 00000 000 000 Fax: 00000 000000

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

Company Registration: "12345678" in England

Statement

Sample Landlord
1 Landlord Street
Landlord Address 2
Landlord Address 3
Landlord Address 4
Tunisia
SA49 5LE

Date: 08 March 2007
Statement Number: inv-4
VAT Number: 900 3885 41

Letter Ref: post-20



YOUR STATEMENT

1 Sample Street

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 statement: £0.00

Closing balance after statement: £882.50

Account name: Mr Sample Landlord
Report for: 11/12/2010 - 08/03/2007

LANDLORD REPORT



Email: branchname@companywebsite.co.uk
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Address: Branch Company Name, "Address Line 1", "Address Line 2", "Address Line 3", "Address Line 4", CO00 0DE

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Welcome to your monthly Landlord Report

Sample Landlord
1 Landlord Street
Landlord Address 2
Landlord Address 3
Landlord Address 4
Tunisia
SA49 5LE

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 11/12/2010 to 08/03/2007.

Letter Ref: post-20

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



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.

1 Sample Street

ID: job-547	Date Reported: 17/09/2010	Current Stage: Reported
Description - Work on the roof.		
Notes 17/09/2010Maintenance Job added by David Francis at 17/09/2010 14:23		
ID: job-544	Date Reported: 02/06/2010	Current Stage: Reported
Description - JOB		
ID: job-542	Date Reported: 19/06/2009	Contractor: "ContractorForename" "ContractorSurname" Current Stage: Reported
Description - Gas Safety Certificate due (Next system Due Date is 26/01/2007).		
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"		

1 Jackdaw Close

ID: job-536	Date Reported: 02/11/2007	Current Stage: Reported
Description - Oven on brink of explosion		



MAINTENANCE PREFERENCES

1 Jackdaw Close

- GasUse Bob

Please contact us if there are any other preferences we should be aware of including any items under guarantee or maintenance contracts.



PROPERTY CERTIFICATES

These include safety certificates such as gas safety inspections.

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

1 Sample Street

The following certificates require immediate attention:

- 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.

1 Jackdaw Close

The following certificates require immediate attention:

- Gas Safety Certificate was due on the 20/01/2007
Please contact us urgently to discuss this.



TENANCY AGREEMENTS

Tenancy status explanation. 'Let Agreed' 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
Test property	12 July 2010, no end date specified	Signed (Renewal)
Test property	18 November 2008 to 11 July 2010	Ended (First Let)
25 opening inventory	28 November 2010, no end date specified	Signed (Re-let)
25 opening inventory	12 September 2010 to 14 September 2010	Ended (Re-let)
1 Sample Street	01 August 2011 to 31 July 2012	Let Agreed (Renewal)
1 Sample Street	06 September 2010 to 07 September 2010	Ended (Renewal)
1 Sample Street	04 September 2010 to 05 September 2010	Ended (Renewal)
1 Sample Street	01 April 2010 to 07 April 2010	Ended (Renewal)

 1 Sample Street	 21 February 2009 to 17 August 2009	Ended (Renewal)
 1 Sample Street	 03 December 2008 to 02 January 2009	Ended (Renewal)
 1 Sample Street	 01 November 2008 to 30 November 2008	Ended (Re-let)
 1 Sample Street	 22 October 2008 to 28 October 2008	Ended (Re-let)
 1 Sample Street	 06 June 2007 to 21 October 2008	Ended (Re-let)
 1 Sample Street	 25 January 2007 to 05 June 2007	Ended (First Let)
 1 Jackdaw Close	 31 March 2006 to 29 July 2006	Ended (First Let)