Monthly owner report – example property

Issued by the 5th of every month · every booking, every cost, occupancy and net profit

SAMPLE – EXAMPLE FIGURES ONLY

Date / Check in	Date Check out	Description	Booking Site	No. of People	No. of Nights	Chargeable (Y/N)	Supplies and Other Expenses	No. of Hours Cleaning	Hourly Amount	Linen Single Bed	Single Set Unit Cost	Linen Double Set	Double Set Cost	Pillow cases	Pillow cases cost	Bath sheets	Bath sheets Cost	Hand Towels	Hand Towels Cost	Bath Mats	Bath Mats Cost	Linens Cost	Total Chargeable	Amount Guest Paid	Booking Site Fees	Actual Amount Received
01/09	04/09	Guest Booking	Airbnb	4	3			4.0	£ 16.50	2	£ 3.40	1	£ 4.00	8	£ 0.50	4	£ 1.10	0	£ 0.45	2	£ 0.55	£ 20.30	£ 86.30	£ 540.00	£ 76.68	£ 463.32
02/09		Cleaning Supplies				Y	£ 22.40																£ 22.40			-
04/09	05/09	Guest Booking	Booking.com	3	1			4.0	£ 16.50	1	£ 3.40	1	£ 4.00	6	£ 0.50	3	£ 1.10	0	£ 0.45	2	£ 0.55	£ 14.80	£ 80.80	£ 205.00	£ 30.75	£ 174.25
07/09	10/09	Guest Booking	Direct	6	3			4.5	£ 16.50	3	£ 3.40	1	£ 4.00	10	£ 0.50	5	£ 1.10	0	£ 0.45	3	£ 0.55	£ 26.35	£ 100.60	£ 690.00	£ 20.70	£ 669.30
08/09		Maintenance – replacement bulbs and door catch				Y	£ 38.00																£ 38.00			-
10/09	12/09	Guest Booking	Airbnb	2	2			4.0	£ 16.50	0	£ 3.40	2	£ 4.00	5	£ 0.50	2	£ 1.10	0	£ 0.45	1	£ 0.55	£ 13.25	£ 79.25	£ 395.00	£ 56.09	£ 338.91
12/09		Cleaning Supplies				Y	£ 17.20																£ 17.20			-
13/09	17/09	Guest Booking	Booking.com	5	4			4.5	£ 16.50	3	£ 3.40	1	£ 4.00	9	£ 0.50	4	£ 1.10	0	£ 0.45	2	£ 0.55	£ 24.20	£ 98.45	£ 880.00	£ 132.00	£ 748.00
15/09		Waste Management				Y	£ 95.00																£ 95.00			-
17/09	19/09	Guest Booking	Airbnb	3	2			4.0	£ 16.50	1	£ 3.40	2	£ 4.00	8	£ 0.50	3	£ 1.10	0	£ 0.45	2	£ 0.55	£ 19.80	£ 85.80	£ 410.00	£ 58.22	£ 351.78
20/09	23/09	Guest Booking	VRBO	6	3			5.0	£ 16.50	4	£ 3.40	1	£ 4.00	12	£ 0.50	6	£ 1.10	0	£ 0.45	3	£ 0.55	£ 31.85	£ 114.35	£ 1,120.00	£ 89.60	£ 1,030.40
23/09	24/09	Guest Booking	Booking.com	4	1			4.0	£ 16.50	2	£ 3.40	1	£ 4.00	8	£ 0.50	3	£ 1.10	0	£ 0.45	2	£ 0.55	£ 19.20	£ 85.20	£ 230.00	£ 34.50	£ 195.50
26/09	29/09	Guest Booking	Airbnb	5	3			4.5	£ 16.50	3	£ 3.40	1	£ 4.00	10	£ 0.50	5	£ 1.10	0	£ 0.45	3	£ 0.55	£ 26.35	£ 100.60	£ 765.00	£ 108.63	£ 656.37
		SUMMARY SAMPLE MONTH			**22**			**38.5**	**£ 16.50**	**19**		**11**		**76**		**35**		**0**		**20**		**£ 196.10**	**£ 831.35**	**£ 5,235.00**	**£ 607.17**	**£ 4,627.83**

Average no. of nights booked	22.00
Total number of possible nights	30
Occupancy	73%

Total Revenue	£ 5,235.00
Management fee (example rate)	-£ 628.20
Total Maintenance Cost	-£ 38.00
Commercial Waste	-£ 95.00
Booking Site Fees	-£ 607.17
Direct Costs (cleaning, linen, supplies)	-£ 870.95
Total Profit to Owner	**£ 2,995.68**

This is a sample. All bookings, prices, rates and fees shown are invented to illustrate the format of the monthly report owners receive. They are not real figures and not a quote. Individual linen costs are ex VAT.