

Desert Ridge Property Services

Stewardship for family portfolios across Arizona

SAMPLE · ILLUSTRATIVE ONLY

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Owner quarterly activity statement

Period activity from the owner ledger · not a trust cash balance

Prepared for	Jordan Hale · Hale Family Holdings LLC
Period	Q2 2026 1 April – 30 June 2026
Statement #	OS-SAMPLE-Q2-2026
Management fee	8.00% of rent collected

All amounts in USD. Income is positive; charges and management fees are negative. Owner charges post only when a work order is completed and billed. Open work shows as pending (memo), not in Net.

1. Period summary

Section	Amount
Income — rent collected	\$31,650.00
Charges — completed work orders	-\$3,185.00
Fees — management	-\$2,532.00
Other / adjustments	\$0.00
Net activity this period	\$25,933.00

Net = income + charges + fees + other. Pending open-work estimates and vacancy loss are memo only.

2. Activity by property

Property	Income	Charges	Fees	Net
214 Maple Ave (Phoenix)	\$12,600.00	-\$2,450.00	-\$1,008.00	\$9,142.00
88 Bloom Court (Tempe)	\$14,400.00	-\$735.00	-\$1,152.00	\$12,513.00
12 Saddleback Ln (Mesa)	\$4,650.00	\$0.00	-\$372.00	\$4,278.00

3. Vacancy loss (opportunity cost)

Memo only — not included in Net. Pro-rata asking rent for days with no active lease.

Property	Unit	Days	Ask / mo	Est. loss
12 Saddleback Ln (Mesa)	B	90	\$1,550.00	-\$4,650.00
Total (memo)				-\$4,650.00

4. Monthly rollup

Month	Income	Charges	Fees	Other	Net
April 2026	\$10,550.00	-\$735.00	-\$844.00	\$0.00	\$8,971.00
May 2026	\$10,550.00	\$0.00	-\$844.00	\$0.00	\$9,706.00
June 2026	\$10,550.00	-\$2,450.00	-\$844.00	\$0.00	\$7,256.00

5. Line detail

Supporting detail — prefer sections 1–2 for owner review.

5.1 Income — rent collected

Date	Property	Unit	Description	Amount
2026-04-03	214 Maple Ave	1	Rent collected	\$2,100.00
2026-04-03	214 Maple Ave	2	Rent collected	\$2,100.00
2026-04-05	88 Bloom Court	A	Rent collected	\$2,400.00
2026-04-05	88 Bloom Court	B	Rent collected	\$2,400.00
2026-04-07	12 Saddleback Ln	A	Rent collected	\$1,550.00
2026-05-03	214 Maple Ave	1	Rent collected	\$2,100.00
2026-05-03	214 Maple Ave	2	Rent collected	\$2,100.00
2026-05-05	88 Bloom Court	A	Rent collected	\$2,400.00
2026-05-05	88 Bloom Court	B	Rent collected	\$2,400.00
2026-05-07	12 Saddleback Ln	A	Rent collected	\$1,550.00
2026-06-03	214 Maple Ave	1	Rent collected	\$2,100.00
2026-06-03	214 Maple Ave	2	Rent collected	\$2,100.00
2026-06-05	88 Bloom Court	A	Rent collected	\$2,400.00
2026-06-05	88 Bloom Court	B	Rent collected	\$2,400.00
2026-06-07	12 Saddleback Ln	A	Rent collected	\$1,550.00

5.2 Charges — completed work orders

Ledger charges only. Work must be completed and billed before it appears here.

Date	WO#	Property	Unit	Description	Amount
2026-04-18	438	88 Bloom Court	B	HVAC service (completed)	-\$735.00
2026-06-12	441	214 Maple Ave	—	Roof leak common (completed)	-\$2,450.00

5.3 Fees — management (8%)

Date	Property	Unit	Description	Amount
2026-04-03	214 Maple Ave	1	Management fee	-\$168.00
2026-04-03	214 Maple Ave	2	Management fee	-\$168.00
2026-04-05	88 Bloom Court	A	Management fee	-\$192.00
2026-04-05	88 Bloom Court	B	Management fee	-\$192.00
2026-04-07	12 Saddleback Ln	A	Management fee	-\$124.00
2026-05-03	214 Maple Ave	1	Management fee	-\$168.00
2026-05-03	214 Maple Ave	2	Management fee	-\$168.00
2026-05-05	88 Bloom Court	A	Management fee	-\$192.00
2026-05-05	88 Bloom Court	B	Management fee	-\$192.00
2026-05-07	12 Saddleback Ln	A	Management fee	-\$124.00
2026-06-03	214 Maple Ave	1	Management fee	-\$168.00
2026-06-03	214 Maple Ave	2	Management fee	-\$168.00
2026-06-05	88 Bloom Court	A	Management fee	-\$192.00
2026-06-05	88 Bloom Court	B	Management fee	-\$192.00
2026-06-07	12 Saddleback Ln	A	Management fee	-\$124.00

6. Pending open work (not charged)

Memo only — expected costs for work **not yet completed**. These amounts are **not** in Net. They will post as charges when the work order is completed and billed.

WO#	Property	Unit	Status	Description	Est. cost
452	214 Maple Ave	1	assigned	GFCI outlets trip	\$175.00
450	88 Bloom Court	B	in progress	Kitchen sink slow drain	\$320.00
Pending total (memo)					\$495.00

Notes for the owner

- This document is a **SAMPLE** with fictional data for illustration only.
- Net activity is period activity from the owner ledger — not a bank or trust cash balance.
- You are charged for work orders only after completion and billing; open work is shown as pending estimates.
- Vacancy loss is an opportunity-cost estimate; it is not a ledger charge.
- Real packages use your letterhead and live data.