

Annual Service Charges Statement Form

Property Name / Address

Owner Name

Period Covered

e.g. Jan 2024 - Dec 2024

Unit Number / Details

Service Charges Breakdown

Description	Budgeted Amount	Actual Amount	Difference
Cleaning			
Security			
Maintenance			
Utilities			
Management Fees			
Other (Specify)			
Total			

Remarks / Notes

Date:

Prepared By:

Owner / Representative Signature: