

Service Charge Reconciliation Statement

Property Name: _____

Period Covered: _____

Tenant Name: _____

Unit / Suite No.: _____

Summary of Service Charge Expenditure

Description	Budgeted Amount	Actual Amount
Cleaning		
Repairs & Maintenance		
Utilities		
Security		
Other		
Total		

Reconciliation

Service Charges Collected	
Total Actual Expenditure	
Surplus / (Deficit)	

Remarks

Prepared by: _____

Date: _____