

# 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: \_\_\_\_\_