

11211 Katy Freeway  
Ste 500-11  
Houston, TX 77079

## Owner Statement



## Sample Owner

22222 Landlord Dr  
Sugar Land, TX 77479



## Properties

**1111 Rental dr**  
Houston, TX 77086

Date	Payee / Payer	Type	Reference	Description	Income	Expense	Balance
				Beginning Cash Balance as of 11/01/2020			425.00
11/01/2020	Sample Tenant	Receipt		Rental Income	1,300.00		1,725.00
11/01/2020	Sample Tenant	Receipt		Pet Rent	25.00		1,750.00
11/10/2020	Your Dream Real Estate	Check	000000	Mgmt: Property Management Fee - Mgmt: Property Management Fee for 11/2020		99.00	1,651.00
11/11/2020	Sample Owner	eCheck	00000000	Owner Distribution - Owner payment for 11/2020		931.00	720.00
11/30/2020	Sample Venor	eCheck	00000000	Maintenance: Electrical - Burning smell in one bedroom, thought the source was the ceiling fan but now it hasn't been used in days and the smell is back.		295.00	425.00
				Ending Cash Balance			425.00
<b>Total</b>					<b>1,325.00</b>	<b>1,325.00</b>	

## Property Cash Summary

Required Reserves	400.00
Work Order Estimates	0.00



**Your Dream Real Estate**  
11211 Katy Freeway  
Ste 500-11  
Houston, TX 77079  
Phone - (832) 404-2030  
Fax - (832) 404-6142

**To:**  
**Sample Contractors**

**Tenant(s)**

Work Order #	380-1
Status	Completed
Created On	10/14/2020
Estimate Requested On	10/19/2020
Estimate Amount	--
Estimated On	--
Scheduled On	--
Completed On	10/27/2020
Tenant(s) Notified	--
Permission to Enter	No
Job Site	1111 Rental dr Houston, TX 77086
Pet(s)	Short haired Cat/ DSH
Maintenance Limit	\$400.00 <i>Note: property built before 1978.</i>

Sample Tenant      Mobile - (832) 000-0000      [tenant@gmail.com](mailto:tenant@gmail.com)

## Description

Burning smell in one bedroom, thought the source was the ceiling fan but now it hasn't been used in days and the smell is back.

**Tenant marked as urgent.**

## Details

Account	Statement Description	Amount
6210: Maintenance: Electrical	--	295.00
Total:		295.00

**Authorized By:** \_\_\_\_\_

**Signed By:** \_\_\_\_\_

**Dated By:** \_\_\_\_\_

**Invoice #:** \_\_\_\_\_

**Technician's Notes:**

Sample Vendor  
Vendor address

Invoice

BILL TO
Your Dream Real Estate 11111 Katy Frwy Suite 910 Houston, Texas 77079 United States

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1910	10/27/2020	\$295.00	10/27/2020	Due on receipt	

P.O. NUMBER  
3801

ADDRESS  
11111 Rental dr

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Electrical Assessment I	Electrical Assessment/discovery of possible non working circuit. Upon arrival: Located ceiling fan light working but non working fan in bedroom. Proceeded to test electrical current. 120V of electrical current is present and single way switch in working order. Ceiling fan will need full replacement. (Please be advised this electrical assessment line item has been performed. Estimate for ceiling fan replacement will be submitted. If Estimate is declined, this line item will be due.	1	85.00	85.00
	Ceiling Fan Installation	Ceiling fan Installation (standard 4 light/up to 9' height/existing/ non new construction). Existing electrical repairs have been performed to electrical circuit. Ceiling Fan is malfunctioning. Existing ceiling fan will need full replacement.	1	210.00	210.00

This is a lump sum invoice. Line item includes materials and labor

BALANCE DUE

\$295.00



















