

# How to Read

## Owner Statement - Simple

### Description:

The Owner Statement Simple displays transaction details with a running ledger of the portfolio's balance. These transactions can be listed by date, or be separated by building and/or unit. Additionally, it can include a table of all unpaid bills.

### A. Company Information

This section includes Cornerstone Select Properties company name, address, and logo

### B. Owner Information

This section includes the owner's name, address, and the statement Time Frame.

### C. Notice to Owner

### D. Income Summary

This optional section lists a summary of transactions that affect the portfolio balance by account.

### E. Managed Properties

This section lists all properties that are assigned to the portfolio.

### F. Transaction Detail

This section lists each transaction that affects the portfolio's balance that is dated in the statement Time Frame.

### G. Unpaid Bills

This table lists any unpaid bill splits for the statement Time Frame.

#### Cornerstone Select Properties

105 Parkdale Ave North  
Hamilton, ON L8H 5X1

ph. (289) 780-0748 fax (289) 780-0741  
www.CornerstoneSelect.ca



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Select Properties**  
Good Homes. Good People.

Jane & John Doe  
123 Anywhere St.  
Hometown, ON A1B 2C3

#### OWNER STATEMENT

Report Period: 09/11/2019 - 10/10/2019

Thank You. We Appreciate Your Business!!! \*\*\*THIS STATEMENT IS FOR SAMPLE PURPOSES ONLY.\*\*\*

Date	Description	Income	Expense	Balance
09/11/2019	<b>Beginning Balance</b>			\$500.00
	HST Tax Expense (13%)		\$94.38	
	Management Fees		\$359.36	
	Owner Draw		\$4,952.22	
	Prepayments	(\$380.00)		
	Rent	\$6,226.00		
	Repairs and Maintenance:Appliances		\$226.59	
	Repairs and Maintenance:HVAC		\$75.00	
	Repairs and Maintenance:Plumbing and Drain		\$65.00	
	Net Balance Change	\$5,846.00	\$5,772.55	\$73.45
10/10/2019	Ending Balance			\$573.45

Managed Properties:	22 Buchanan Cres, Brantford ON N3P2A5	333 Mohawk Rd, Hamilton ON L9A2H3
JANEANDJOHND		

Date	Ref#	Description	Details	Income	Expense	Balance
09/11/2019		<b>Beginning Balance</b>				\$500.00
<b>22 Buchanan Cres</b>						
09/24/2019	tenant pay	<b>Prepayments</b>	22 Buchanan Cres / Hopf - Becker	\$1,734.00	\$0.00	
10/01/2019		<b>Income: Rent</b>	22 Buchanan Cres / Hopf - Becker	\$1,734.00	\$0.00	
10/01/2019		<b>Prepayments</b>	22 Buchanan Cres / Hopf - Becker	\$0.00	\$1,734.00	
10/10/2019		<b>HST Tax Expense (13%)</b>	22 Buchanan Cres / - CSP- Cornerstone Select Properties/	\$0.00	\$9.75	
10/10/2019		<b>Repairs and Maintenance:HVAC</b>	22 Buchanan Cres / - CSP- Cornerstone Select Properties/Service call for "no heat". Unit and thermostat working fine. tenant just needs to adjust temp. Supply and replace HVAC filter.	\$0.00	\$75.00	
		<b>22 Buchanan Cres Total</b>		\$3,468.00	\$1,818.75	\$1,649.25
<b>333 Mohawk Rd</b>						
09/24/2019	tenant pay	<b>Prepayments</b>	333 Mohawk Rd, Unit 1 / Hradil - Cordeiro	\$1,695.00	\$0.00	
09/27/2019		<b>Repairs and Maintenance:Appliances</b>	333 Mohawk Rd / - CSP- Cornerstone Select Properties/Service call for dryer repair. Supply and replace trap duct assembly and three slides	\$0.00	\$226.59	
09/27/2019		<b>HST Tax Expense (13%)</b>	333 Mohawk Rd / - CSP- Cornerstone Select Properties/HST on Service call for dryer repair.	\$0.00	\$29.46	
09/27/2019		<b>HST Tax Expense (13%)</b>	333 Mohawk Rd / - CSP- Cornerstone Select Properties/HST on Snake tub drain.	\$0.00	\$8.45	
09/27/2019		<b>Repairs and Maintenance:Plumbing and Drain</b>	333 Mohawk Rd / - CSP- Cornerstone Select Properties/Snake tub drain to clear blockages. Ran plumbing and tested - Good	\$0.00	\$65.00	
09/30/2019	tenant pay	<b>Prepayments</b>	333 Mohawk Rd, Unit 2 / Burgoyne - Burgoyne	\$1,367.00	\$0.00	
10/01/2019		<b>Income: Rent</b>	333 Mohawk Rd, Unit 1 / Hradil - Cordeiro	\$1,695.00	\$0.00	
10/01/2019	2-516	<b>Income: Rent</b>	333 Mohawk Rd, Unit 3 (BSMT) / Caldwell, P.	\$194.38	\$0.00	
10/01/2019	2-516	<b>Prepayments</b>	333 Mohawk Rd, Unit 3 (BSMT) / Caldwell, P.	\$249.62	\$0.00	
10/01/2019	2-516	<b>Income: Rent</b>	333 Mohawk Rd, Garage / Caldwell - Burgoyne	\$606.00	\$0.00	
10/01/2019		<b>Income: Rent</b>	333 Mohawk Rd, Unit 2 / Burgoyne - Burgoyne	\$1,367.00	\$0.00	
10/01/2019		<b>Income: Rent</b>	333 Mohawk Rd, Unit 3 (BSMT) / Caldwell, P.	\$629.62	\$0.00	

# How to Read

## Owner Statement - Simple

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10/01/2019	<b>Prepayments</b>	333 Mohawk Rd, Unit 2 / Burgoyne - Burgoyne	\$0.00	\$1,367.00
10/01/2019	<b>Prepayments</b>	333 Mohawk Rd, Unit 3 (BSMT) / Caldwell, P.	\$0.00	\$629.62
10/01/2019	<b>Prepayments</b>	333 Mohawk Rd, Unit 1 / Hradil - Cordeiro	\$0.00	\$1,695.00
10/10/2019	Oct. PM Fees <b>HST Tax Expense (13%)</b>	333 Mohawk Rd	\$0.00	\$46.72
10/10/2019	Oct. PM Fees <b>Management Fees</b>	333 Mohawk Rd / 8.0% of \$4,492.00 RENT = \$359.36	\$0.00	\$359.36
<b>333 Mohawk Rd Total</b>			\$7,803.62	\$4,427.20
<b>No Building Specified</b>				
10/10/2019	Oct. OE Payout <b>Owner Draw</b>	To Jane & John Doe	\$0.00	\$4,952.22
<b>No Building Specified Total</b>			\$0.00	\$4,952.22
10/10/2019	<b>Ending Balance</b>			\$573.45
10/10/2019	<b>Portfolio Minimum</b>			(\$500.00) \$73.45
10/10/2019	<b>Unpaid Bills</b>			(\$73.45)
10/10/2019	<b>Due to Owner</b>			\$0.00
<b>Lease Information</b>				
<b>Tenant:</b> Caldwell, P.				<b>Monthly Rent:</b> \$824.00
333 Mohawk Rd., Unit 3, Hamilton, ON, L9A2H3				<b>Security Deposit:</b> \$795.00
				<b>Lease Exp:</b> 06/30/2015
<b>Tenant:</b> Burgoyne - Burgoyne				<b>Monthly Rent:</b> \$1,367.00
333 Mohawk Rd., Unit 2, Hamilton, ON, L9A2H3				<b>Security Deposit:</b> \$1,295.00
				<b>Lease Exp:</b> 08/31/2015
<b>Tenant:</b> Hopf - Becker				<b>Monthly Rent:</b> \$1,734.00
22 Buchanan Cres., Brantford, ON, N3P2A5				<b>Security Deposit:</b> \$1,650.00
				<b>Lease Exp:</b> 03/31/2017
<b>Tenant:</b> Hradil - Cordeiro				<b>Monthly Rent:</b> \$1,695.00
333 Mohawk Rd., Unit 1, Hamilton, ON, L9A2H3				<b>Security Deposit:</b> \$1,695.00
				<b>Lease Exp:</b> 05/31/2020

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Unpaid Bills								
Vendor	Ref#	Bill Date	Location	Comments	Amount	Paid Amount	Due	
-CSP- Cornerstone Select Properties		10/05/2019	JANEANDJOHND:333MOHAWKRD	Service call for inoperable window. Show tenant how to open for time being but window defective and needs to be replaced.	\$65.00	\$0.00	\$65.00	
-CSP- Cornerstone Select Properties		10/05/2019	JANEANDJOHND:333MOHAWKRD		\$8.45	\$0.00	\$8.45	
<b>Total Amount Due (Not including Credits)</b>							<b>\$73.45</b>	