EXAMPLE STATEMENT - DEMO DATA - NOT FOR RELEASE OR DELIVERY

RC

REAL CAPITAL
APARTMENTS

Real Capital Apartments
1st Floor, 18 Example Street, London, W1A 1AA
020 7946 0000
accounts@example.com

Long let rental statement - James Carter

Our reference	S10027
Client name	Mr. James Carter
Client reference	JC001
Statement date	2026-10-31
Cash basis	Cash basis
Reporting period	2026-10-01 to 2026-10-31
Xero organisation	Carter Property Holdings Ltd

Recipients

james.carter@example.com

Financial summary

Closing balance is opening plus money received less money paid out. A standing reserve and any funds withheld this month reduce the amount due. They do not change the closing cash.

Opening balance	£1,250.00
Money received	£4,945.00
Money paid out	-£961.80
Closing balance	£5,233.20
Reserve	£500.00
Amount due to landlord	**£4,733.20**

By property and unit

18 Hawthorn Grove, London, NW3 4QX

Date	Description	Category	Income	Expenses	VAT	Total (gross)
2026-10-01	Gas safety inspection and certification	Repairs & Maintenance		£85.00	£17.00	£102.00
2026-10-05	Communal electricity - September 2026	Rates & Utilities		£48.00	£2.40	£50.40
Total			**£0.00**	**£133.00**	**-£19.40**	**-£152.40**

Unit 1

Date	Description	Category	Income	Expenses	VAT	Total (gross)
2026-10-01	Management Fee (10%) 01/10/2026 - 31/10/2026	Letting & Management		£165.00	£33.00	£198.00
2026-10-01	Rent 01/10/2026 - 31/10/2026	Rental Income	£1,650.00		£0.00	£1,650.00
Total			**£1,650.00**	**£165.00**	**-£33.00**	**£1,452.00**

Unit 2

Date	Description	Category	Income	Expenses	VAT	Total (gross)
2026-10-01	Management Fee (10%) 01/10/2026 - 31/10/2026	Letting & Management		£147.50	£29.50	£177.00
2026-10-01	Rent 01/10/2026 - 31/10/2026	Rental Income	£1,475.00		£0.00	£1,475.00
Total			**£1,475.00**	**£147.50**	**-£29.50**	**£1,298.00**

Unit 3

No transactions this period.

Building total			**£3,125.00**	**£445.50**	**-£81.90**	**£2,597.60**

72 Wycliffe Road, London, SW11 5PL

Date	Description	Category	Income	Expenses	VAT	Total (gross)
2026-10-03	Common parts cleaning - October 2026	Cleaning		£120.00	£24.00	£144.00
Total			**£0.00**	**£120.00**	**-£24.00**	**-£144.00**

Unit A

Date	Description	Category	Income	Expenses	VAT	Total (gross)
2026-10-01	Management Fee (10%) 01/10/2026 - 31/10/2026	Letting & Management		£182.00	£36.40	£218.40
2026-10-01	Rent 01/10/2026 - 31/10/2026	Rental Income	£1,820.00		£0.00	£1,820.00
2026-10-16	Replacement bathroom tap	Repairs & Maintenance		£60.00	£12.00	£72.00
Total			**£1,820.00**	**£242.00**	**-£48.40**	**£1,529.60**

Unit B

No transactions this period.

Building total			**£1,820.00**	**£362.00**	**-£72.40**	**£1,385.60**

Statement totals

Total income	£4,945.00
Total expenses	£961.80
Net movement	**£3,983.20**

Income and expense breakdown

Charge account	Income	Expenses (ex. VAT)	VAT	Total
200 Rental Income	£4,945.00	£0.00	£0.00	£4,945.00
310 Rates & Utilities	£0.00	£48.00	-£2.40	-£50.40
330 Repairs & Maintenance	£0.00	£145.00	-£29.00	-£174.00
331 Letting & Management	£0.00	£494.50	-£98.90	-£593.40
332 Cleaning	£0.00	£120.00	-£24.00	-£144.00
Total	**£4,945.00**	**£807.50**	**-£154.30**	**£3,983.20**

Xero source

Buildings and units included on this example statement.

Included buildings and units	Match
Building: 18 Hawthorn Grove	Saved Xero UUID scope
Building: 18 Hawthorn Grove AND Unit: Unit 1	Saved Xero UUID scope
Building: 18 Hawthorn Grove AND Unit: Unit 2	Saved Xero UUID scope
Building: 18 Hawthorn Grove AND Unit: Unit 3	Saved Xero UUID scope
Building: 72 Wycliffe Road	Saved Xero UUID scope
Building: 72 Wycliffe Road AND Unit: Unit A	Saved Xero UUID scope
Building: 72 Wycliffe Road AND Unit: Unit B	Saved Xero UUID scope

Source and reconciliation notes

- Example data only. No real landlord, tenant, supplier or property data is shown.
- Opening balance plus money in less money out equals the closing balance.
- Amounts are shown on a cash basis for illustration of the revised statement layout.
- This example is not an issued landlord statement and must not be used for accounting or payment purposes.