SAMPLE OWNER PACKAGE

Monthly Owner Report: Sample Retail Center

Sample Property, LLC · Reporting period: December 2025 · Prepared by Kuester Commercial Property Management

Each month, owners receive this summary from their property manager plus the full financial package generated in Rent Manager. This sample shows the structure and level of detail; the property, tenants and every figure are fictional.

Property Improvements & Occupancy

Collections	All tenants paid December rent on time. No balances over 30 days.
Tenant Relations	No open concerns. One tenant requested after-hours HVAC for a holiday event; scheduled and billed back.
Leasing Activity	Suite 104 renewal signed for three years. Vacant Suite 108 toured twice; our brokerage team is following up with both prospects.

Notable Variances

Income	Year-to-date income is 0.6% over budget.
Expenses	Year-to-date operating expenses are 4.2% under budget; December ran over on roof repairs (see Maintenance).
Net Operating Income	Year-to-date NOI is 1.7% ahead of budget.

Maintenance & Site

Completed	Parking lot light poles 3 and 7 repaired; roof leak above Suite 102 patched and inspected.
Scheduled	Preventive HVAC filter program begins in January. Annual fire inspection set for February.
Site Visit	All doors, including rear doors of vacant suites, verified secure on the December 18 walkthrough.

Distribution

December	Owner distribution of $8,450.00 sent December 31.

Contents of this package: 1. Monthly narrative · 2. Preventive maintenance checklist · 3. Balance sheet · 4. Profit and loss · 5. 12-month recap · 6. Cash flow statement · 7. Budget comparison

SAMPLE REPORT · FICTIONAL PROPERTY AND FIGURES FOR ILLUSTRATION ONLY

Preventive Maintenance Checklist

Sample Retail Center · Inspected December 18, 2025 · Ratings 1 (poor) to 10 (excellent)

Site

Item	Rating	Comments
Grounds	8	Grounds in good condition.
Lighting	7	Poles 3 and 7 repaired this month.
Signage	8	
Parking lot and drives	8	Restripe recommended in spring.
Irrigation	8	Winterized.
Walkways and steps	9	

Health & Safety

Item	Rating	Comments
Fire extinguishers	9	Annual inspection scheduled February.
Emergency exits	9	
Alarm panel	9	

Building Exterior

Item	Rating	Comments
Doors	8	
Roofing and flashing	6	Leak above Suite 102 patched; monitor.
Walls	8	
Windows	9	
Awnings	8	

Building Systems

Item	Rating	Comments
HVAC	9	Filter program starts January.
Electrical panels	8	
Domestic water	8	
Downspouts	8	Cleared after leaf season.

Detailed deficiencies: Roof over Suite 102 to be re-inspected after the next heavy rain. Overall property is in good condition.

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Profit and Loss

Sample Property, LLC · January 1 to December 31, 2025 · Accrual basis

Account	Year to Date
Rental income	222,750.00
CAM recovery	13,800.00
Tax recovery	14,520.00
Insurance recovery	3,420.00
Reimbursable tenant expense	675.00
Total Income	**255,165.00**
Administrative	1,873.00
Landscape	2,240.00
Maintenance and repairs	11,160.00
Management fees	10,206.60
Property taxes	14,520.00
Property insurance	3,420.00
Utilities	2,090.00
Total Operating Expense	**45,509.60**
Net Operating Income	**209,655.40**
Loan interest	73,110.00
Net Income	**136,545.40**

12-Month Recap

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Income	21,065	21,375	21,065	21,255	21,400	21,255	21,255	21,255	21,475	21,255	21,255	21,255	255,165
Expense	4,703	1,545	1,381	3,960	1,562	3,450	2,676	2,570	1,899	2,336	1,106	18,321	45,510
NOI	**16,362**	**19,830**	**19,684**	**17,295**	**19,838**	**17,805**	**18,579**	**18,685**	**19,576**	**18,919**	**20,149**	**2,934**	**209,655**
Interest	6,120	6,115	6,110	6,105	6,100	6,095	6,090	6,085	6,080	6,075	6,070	6,065	73,110
Net income	**10,242**	**13,715**	**13,574**	**11,190**	**13,738**	**11,710**	**12,489**	**12,600**	**13,496**	**12,844**	**14,079**	**-3,131**	**136,545**

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Balance Sheet

Sample Property, LLC · As of December 31, 2025 · Accrual basis

Account	Balance
Security deposit account	4,000.00
Capital reserve account	12,500.00
Property tax escrow	9,800.00
Operating account	50,635.98
Total Cash	**76,935.98**
Accounts receivable	1,240.55
Land	248,000.00
Building	1,185,000.00
Accumulated depreciation	(96,400.00)
Total Assets	**1,414,776.53**
Accounts payable	860.00
Security deposits held	4,000.00
Mortgage loan	1,290,400.00
Total Liabilities	**1,295,260.00**
Owner equity	119,516.53
Total Liabilities and Equity	**1,414,776.53**

Cash Flow Statement

Activity	Year to Date
Net income	136,545.40
Change in receivables and payables	2,150.40
Net cash from operations	**138,695.80**
Mortgage principal paid	(21,600.00)
Owner distributions	(101,400.00)
Net cash from financing	**(123,000.00)**
Net change in cash	15,695.80
Cash at beginning of year	61,240.18
Cash at end of year	**76,935.98**

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Budget Comparison

Sample Property, LLC · Year to date through December 31, 2025

Line	Actual	Budget	$ Variance	% Variance
Total Income	**255,165.00**	**253,643.14**	**1,521.86**	**+0.6%**
Administrative	1,873.00	1,993.00	(120.00)	-6.0%
Landscape	2,240.00	2,224.00	16.00	+0.7%
Maintenance and repairs	11,160.00	12,664.00	(1,504.00)	-11.9%
Management fees	10,206.60	10,341.00	(134.40)	-1.3%
Property taxes	14,520.00	14,638.00	(118.00)	-0.8%
Property insurance	3,420.00	3,465.00	(45.00)	-1.3%
Utilities	2,090.00	2,181.00	(91.00)	-4.2%
Total Operating Expense	**45,509.60**	**47,506.00**	**(1,996.40)**	**-4.2%**
Net Operating Income	**209,655.40**	**206,137.14**	**3,518.26**	**+1.7%**

Manager's note: December maintenance ran over budget because of the Suite 102 roof repair. Year-end expenses still finished under budget overall.

Questions about this report? Contact your property manager or call Kuester Commercial at 803.578.7788.

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