



Property: _____

Dates Relating to Expenses – From: _____ To: _____

***** Include only expenses through to the last day of the month - all other expenses will be included on next month's Owner Report.**

Agent: _____

VR ____ LT ____ OIC ____

**** Attach a PDF of receipt (not orders, nor estimates)**

*****Label ALL attachments as : Property_Where it was purchased_ and Description of item"**

Please use the initials of a Condo Complex when Labeling your receipt.

EXAMPLE: MB Q.208_Amazon_Q sheets

item purchased	store/online website	total price + tax	last 4 of CC
