



**PROPERTY MANAGEMENT**  
COMPANY

[Delivery Date]

[Tenant Name & Suite Number]

[DBA Name]

[Tenant Address]

[City, State ZIP]

[Address To:]

[email@addressto.com]

Re: **202X COMMON AREA MAINTENANCE & REAL ESTATE TAX RECONCILIATION**  
[Property Name/Property Address]

Dear Tenant:

In accordance with the terms of the tenant's lease agreement, the tenant is responsible to pay its pro rata share of Common Area Maintenance and Real Estate Tax for the above-referenced building. Now that the 202X Common Area Maintenance and Real Estate Taxes are available, the tenant's share of the actual expenses must be reconciled with the estimated amounts billed during the relevant periods.

Enclosed is a schedule detailing the 202X Common Area Maintenance and Real Estate Tax. Also enclosed are annual rental adjustment invoices showing the calculation of the actual amounts due for the Common Area Maintenance and Tax years, less amounts previously billed.

As shown on the attached Invoice, a credit of (\$949.23) exists now that the actual expense amounts have been reconciled. If there are any amounts outstanding on your account, this credit will first be applied to such receivables. Otherwise, please apply this credit to your next rent payment.

Should you have any questions regarding this billing, please contact the property manager, [Property Manager Name], at [email@propertymgr.com].

Sincerely,

[Your Company Name]

Encl.





[Tenant Address]  
[City, State ZIP]

**PROPERTY MANAGEMENT**  
COMPANY

**NOTICE OF ANNUAL RENTAL ADJUSTMENT**

Building Address: [Tenant Address, City, State ZIP]

Suite ID #: [Suite]

Tenant Name: [Tenant Name]

Lease ID #: [Lease]

**Actual Common Area Maintenance  
Year Ending 12/202X**

Total Common Area Maintenance	Year Ending 12/202X	\$470,980.62
Administrative Fee - Expense		0.00
Total Common Area Maintenance and Administrative Fee		\$470,980.62
Tenant Proportionate Share based on	1,200 sf	1.0941%
Occupancy from 01/01/202X to 12/31/202X		
Occupancy Percentage		100.00%
Total Tenant's Share Common Area Maintenance		6,076.63
Less: Estimates Billed		(7,386.84)
<b>BALANCE / CREDIT DUE FOR:</b>	<b>Year Ending 12/202X</b>	<b>(\$1,310.21)</b>

**Remit all payments to:**

[Remittance Mail To:]

[Remittance Address]

[City, State ZIP]



[Tenant Address]  
[City, State ZIP]

**PROPERTY MANAGEMENT**  
COMPANY

**NOTICE OF ANNUAL RENTAL ADJUSTMENT**

Building Address: [Tenant Address, City, State ZIP]

Suite ID #: [Suite]

Tenant Name: [Tenant Name]

Lease ID #: [Lease]

**Actual Real Estate Taxes – Calendar Year  
Year Ending 12/202X**

Total Real Estate Taxes – Calendar Year	Year Ending 12/202X	\$434,794.36
Tenant Proportionate Share based on	2,800 sf	0.8943%
Occupancy from 01/01/202X to 12/31/202X		
Occupancy Percentage		100.00%
Total Tenant's Share Real Estate Taxes – Calendar Year		3,888.41
Less: Estimates Billed		(3,073.92)

**BALANCE / CREDIT DUE FOR: Year Ending 12/202X \$814.49**

**Remit all payments to:**

[Remittance Mail To:]

[Remittance Address]

[City, State ZIP]



[Tenant Address]  
[City, State ZIP]

**PROPERTY MANAGEMENT**  
COMPANY

**NOTICE OF ANNUAL RENTAL ADJUSTMENT**

Building Address: [Tenant Address, City, State ZIP]

Suite ID #: [Suite]

Tenant Name: [Tenant Name]

Lease ID #: [Lease]

**Actual Insurance Expense**  
**Year Ending 12/202X**

Total Insurance Expense	Year Ending 12/202X	\$110,866.10
Tenant Proportionate Share based on	2,800 sf	1.2410%
Occupancy from 01/01/202X to 12/31/202X		
Occupancy Percentage		100.00%
Total Tenant's Share Insurance Expense		1,375.86
Less: Estimates Billed		(799.80)

**BALANCE / CREDIT DUE FOR: Year Ending 12/202X \$576.06**

**Remit all payments to:**

[Remittance Mail To:]

[Remittance Address]

[City, State ZIP]



[Tenant Address]  
[City, State ZIP]

**PROPERTY MANAGEMENT**  
COMPANY

**NOTICE OF ANNUAL RENTAL ADJUSTMENT**

Building Address: [Tenant Address, City, State ZIP]

Suite ID #: [Suite]

Tenant Name: [Tenant Name]

Lease ID #: [Lease]

**Actual Trash Expense**  
**Year Ending 12/202X**

Total Trash Expense	Year Ending 12/202X	\$51,415.72
Tenant Proportionate Share based on	3,000 sf	8.7642%
Occupancy from 01/01/202X to 12/31/202X		
Occupancy Percentage		100.00%
Total Tenant's Share Trash Expense		4,506.18
Less: Estimates Billed		(3,488.52)

**BALANCE / CREDIT DUE FOR: Year Ending 12/202X \$1,017.66**

**Remit all payments to:**

[Remittance Mail To:]

[Remittance Address]

[City, State ZIP]



[Tenant Address]  
[City, State ZIP]

**PROPERTY MANAGEMENT**  
COMPANY

**NOTICE OF ANNUAL RENTAL ADJUSTMENT**

Building Address: [Tenant Address, City, State ZIP]

Suite ID #: [Suite]

Tenant Name: [Tenant Name]

Lease ID #: [Lease]

**Actual Water Expense  
Year Ending 12/202X**

Total Water Expense	Year Ending 12/202X	\$14,175.66
Tenant Proportionate Share based on	2,800 sf	10.0000%
Occupancy from 01/01/202X to 12/31/202X		
Occupancy Percentage		100.00%
Total Tenant's Share Water Expense		1,417.57
Less: Estimates Billed		(569.16)

**BALANCE / CREDIT DUE FOR: Year Ending 12/202X \$848.41**

**Remit all payments to:**

[Remittance Mail To:]

[Remittance Address]

[City, State ZIP]



[Tenant Address]  
[City, State ZIP]

**PROPERTY MANAGEMENT**  
COMPANY

**NOTICE OF ANNUAL RENTAL ADJUSTMENT**

Building Address: [Tenant Address, City, State ZIP]

Suite ID #: [Suite]

Tenant Name: [Tenant Name]

Lease ID #: [Lease]

**Actual Fire Expense  
Year Ending 12/202X**

Total Fire Expense	Year Ending 12/202X	\$2,917.23
Tenant Proportionate Share based on	1,293 sf	9.4587%
Occupancy from 01/01/202X to 12/31/202X		
Occupancy Percentage		100.00%
Total Tenant's Share Fire Expense		275.93
Less: Estimates Billed		(207.90)

**BALANCE / CREDIT DUE FOR: Year Ending 12/202X \$68.03**

**Remit all payments to:**

[Remittance Mail To:]

[Remittance Address]

[City, State ZIP]





[Tenant Address]  
[City, State ZIP]

**PROPERTY MANAGEMENT**  
COMPANY

**Expense Details by Account**

Building Address: [Tenant Address, City, State ZIP] Suite ID #: [Suite]  
 Tenant Name: [Tenant Name] Lease ID #: [Lease]  
 Obligation Dates: [Lease From] to [Lease End]

**Billable Expenses**  
Year Ending: **202X/202X**

Expense Pool	Account Description	Tenant Billable	Controllable	Non-Controllable
<b>Admin and General - Reimbursable</b>	Misc Admin Expense- Reimb	399.12	399.12	0.00
	Special Decorations	6,600.00	6,600.00	0.00
	<b>Total for Admin and General - Reimbursable</b>	<b>\$ 6,999.12</b>	<b>\$ 6,999.12</b>	<b>\$ -</b>
<b>Cleaning - Reimbursable</b>	Cleaning- Trash Removal- Routine Contract- Reimb	2,499.19	2,499.19	0.00
	<b>Total for Cleaning - Reimbursable</b>	<b>\$ 2,499.19</b>	<b>\$ 2,499.19</b>	<b>\$ -</b>
<b>Insurance - Reimbursable</b>	Anchor Adjustment	-1,969.16		
	<b>Total for Insurance - Reimbursable</b>	<b>\$ (1,969.16)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Landscaping and Grounds - Reimbursable</b>	Anchor Adjustment	-271.95		
	Grounds- Other- Reimb	5,401.60	5,401.60	0.00
	Grounds- Sweeping- Reimb	6,447.00	6,447.00	0.00
	Landscaping- Contract Exterior- Reimb	34,300.00	34,300.00	0.00
	Landscaping- Other- Reimb	975.00	975.00	0.00
	Landscaping- Supplies Exterior- Reimb	2,200.00	2,200.00	0.00
	<b>Total for Landscaping and Grounds - Reimbursable</b>	<b>\$ 49,051.65</b>	<b>\$ 49,323.60</b>	<b>\$ -</b>
<b>Management Fee - Reimbursable</b>	Management Fee - Reimb	62,973.54	62,973.54	0.00
	Management Fee- Retail-3rd Pty-Reimb	31,012.57	31,012.57	0.00
	<b>Total for Management Fee - Reimbursable</b>	<b>\$ 93,986.11</b>	<b>\$ 93,986.11</b>	<b>\$ -</b>
<b>Parking - Reimbursable</b>	Parking- Other- Reimb	16,021.65	16,021.65	0.00
	<b>Total for Parking - Reimbursable</b>	<b>\$ 16,021.65</b>	<b>\$ 16,021.65</b>	<b>\$ -</b>
<b>Payroll - Reimbursable</b>	PR- Salaries- Admin- Reimb	7,500.00	7,500.00	0.00
	<b>Total for Payroll - Reimbursable</b>	<b>\$ 7,500.00</b>	<b>\$ 7,500.00</b>	<b>\$ -</b>
<b>Repairs and Maintenance - Reimbursable</b>	Anchor Adjustment	-1,516.25		
	RM- Bldg Exterior- Other- Reimb	5,436.00	5,436.00	0.00
	RM- Contractor Repair- Reimb	3,462.00	3,462.00	0.00
	RM- Electrical- Repairs Maint- Reimb	8,054.51	8,054.51	0.00
	RM- Electrical- Repairs Maint Common Area- Reimb	2,816.00	2,816.00	0.00
	RM- HVAC- Repairs Maint- Reimb	5,763.00	5,763.00	0.00
	RM- Pest Control- Contract- Reimb	1,679.00	1,679.00	0.00
	RM- Plumbing- Repairs Maint Common Area- Reimb	2,566.76	2,566.76	0.00
	<b>Total for Repairs and Maintenance - Reimbursable</b>	<b>\$ 28,261.02</b>	<b>\$ 29,777.27</b>	<b>\$ -</b>
<b>Security and Fire Protection - Reimbursable</b>	Fire Protection- Contracts- Reimb	1,774.46	1,774.46	0.00
	Security- Other Contracts- Reimb	1,855.28	1,855.28	0.00
	Security- Other- Reimb	2,595.54	2,595.54	0.00
	Telephone-Life Safety	3,410.94	3,410.94	0.00
	<b>Total for Security and Fire Protection - Reimbursable</b>	<b>\$ 9,636.22</b>	<b>\$ 9,636.22</b>	<b>\$ -</b>
<b>Utilities - Reimbursable</b>	Utilities- Electricity- Fixed Mtr 1- Reimb	3,779.03	3,779.03	0.00
	Utilities- Electricity- Variable Mtr 1- Reimb	33,265.15	33,265.15	0.00
	Utilities- Electricity-Int Ext CAM- Reimb	398.29	398.29	0.00
	<b>Total for Utilities - Reimbursable</b>	<b>\$ 37,442.47</b>	<b>\$ 37,442.47</b>	<b>\$ -</b>
<b>Total for CAPPED CAM</b>		<b>\$ 249,428.27</b>	<b>\$ 253,185.63</b>	<b>\$ -</b>



[Tenant Address]  
[City, State ZIP]

**PROPERTY MANAGEMENT  
COMPANY**

**Expense Details by Account**

Building Address: [Tenant Address, City, State ZIP]  
Tenant Name: [Tenant Name]  
Obligation Dates: [Lease From] to [Lease End]

Suite ID #: [Suite]  
Lease ID #: [Lease]

**Billable Expenses**  
**Year Ending: 202X/202X**

Expense Pool	Account Description	Tenant Billable	Controllable	Non-Controllable
<b>Insurance - Reimbursable</b>	Insurance- Auto- Reimb	97.04	0.00	97.04
	Insurance- General Liability- Reimb	37,534.57	0.00	37,534.57
	Insurance- Other- Reimb	6,533.80	0.00	6,533.80
	Insurance- Property- Reimb	57,029.08	0.00	57,029.08
	Insurance- Umbrella- Reimb	9,671.61	0.00	9,671.61
	<b>Total for Insurance - Reimbursable</b>	<b>\$ 110,866.10</b>	<b>\$ -</b>	<b>\$ 110,866.10</b>
	<b>Total for Insurance</b>	<b>\$ 110,866.10</b>	<b>\$ -</b>	<b>\$ 110,866.10</b>
<b>Landscaping and Grounds - Reimbursable</b>	Grounds- Snow Removal- Reimb	65,901.25	0.00	65,901.25
	<b>Total for Landscaping and Grounds - Reimbursable</b>	<b>\$ 65,901.25</b>	<b>\$ -</b>	<b>\$ 65,901.25</b>
	<b>Total for Operating Expenses</b>	<b>\$ 65,901.25</b>	<b>\$ -</b>	<b>\$ 65,901.25</b>
<b>Real Estate Taxes - Reimbursable</b>	RE Taxes- Real Property Taxes- Reimb	434,794.36	0.00	434,794.36
	<b>Total for Real Estate Taxes - Reimbursable</b>	<b>\$ 434,794.36</b>	<b>\$ -</b>	<b>\$ 434,794.36</b>
	<b>Total for Real Estate Tax</b>	<b>\$ 434,794.36</b>	<b>\$ -</b>	<b>\$ 434,794.36</b>
<b>Water - Reimbursable</b>	Utilities- Water Sewer- Variable Mtr 2- Reimb	14,175.66	0.00	14,175.66
	<b>Total for Water - Reimbursable</b>	<b>\$ 14,175.66</b>	<b>\$ -</b>	<b>\$ 14,175.66</b>
	<b>Total for Water</b>	<b>\$ 14,175.66</b>	<b>\$ -</b>	<b>\$ 14,175.66</b>
	<b>Total Reimbursable Expenses</b>	<b>\$ 875,165.64</b>	<b>\$ 253,185.63</b>	<b>\$ 625,737.37</b>
	<b>PSF</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>