



PROPERTY MANAGEMENT
COMPANY

[Delivery Date]

VIA EMAIL - [pm@email.com]

[Tenant Billing Contact Name]

[Tenant DBA Name]

[Tenant Address]

[City, State ZIP]

**Re: 202X Operating Expense Reconciliation for [Tenant DBA Name]
Located at [Tenant Address, City, State]**

Dear [Tenant Billing Contact Name]:

The purpose of this letter is to provide you with the 202X Operating Expense Reconciliation for [Tenant DBA Name]'s premises located at the above-referenced property.

Enclosed are the following materials for your review:

- **[Tenant DBA Name] 202X Estimated Operating Expense and 202X Actual Operating Expenses for the period 01/01/202X through 12/31/202X.**

In accordance with the 202X Operating Expense Reconciliation prepared by our office, your 202X Actual Operating Expenses total \$82,711.76, or \$3,592.49 due for the period 01/01/202X - 12/31/202X.

We will be providing you with a revised tenant statement which will reflect the charges and credits detailed in this letter.

Please call me at (XXX) XXX-3000 if you have any questions, or if you need any additional information. Thank you!

Sincerely,

[Deliverer Name],

[Deliverer Title]



[Tenant DBA Name]

[Tenant Address, City, State]

**PROPERTY MANAGEMENT
COMPANY**

**202X
OPERATING EXPENSES**

BUILDING EXPENSES	NET ESTIMATE	NET EXPENSE SHARE	AMOUNT DUE
Property Taxes	40,376.51	44,567.90	4,191.39
Insurance	1,749.12	1,930.72	181.60
Utilities	1,258.97	1,389.68	130.71
Landscaping	1,349.03	1,489.05	140.02
Janitorial	168.64	186.13	17.49
Fire Protection	1,705.48	1,882.49	177.01
Security	0.00	0.00	0.00
Repairs & Maintenance	17,066.42	18,838.11	1,771.69
Direct Personnel Fee	2,967.79	3,275.91	308.12
Other Building Expenses	0.00	0.00	0.00
Accounting	1,079.22	1,191.24	112.02
Capital Improvements Amortization	0.00	0.00	0.00
Miscellaneous Office Expense	534.18	589.66	55.48
Property Taxes	1,144.17	3,742.47	2,598.30
Insurance	53.90	176.30	122.40
Utilities	38.94	127.36	88.42
Landscaping	75.33	246.40	171.07
Janitorial	37.67	123.20	85.53
Fire Protection	112.40	367.66	255.26
Security	0.00	0.00	0.00
Repairs & Maintenance	430.89	1,409.41	978.52
Direct Personnel Fee	82.86	271.04	188.18
Other Building Expenses	0.00	0.00	0.00
Accounting	30.13	98.56	68.43
Capital Improvements Amortization	0.00	0.00	0.00
Miscellaneous Office Expense	66.59	217.82	151.23
Property Taxes	0.00	0.00	0.00
Repairs & Maintenance	1,456.37	97.85	-1,358.52
Direct Personnel Fee	5,042.57	338.80	-4,703.77
Other Building Expenses	0.00	0.00	0.00
Accounting	1,833.67	123.20	-1,710.47
Capital Improvements Amortization	0.00	0.00	0.00
Miscellaneous Office Expense	458.42	30.80	-427.62
Total	79,119.27	82,711.76	3,592.49