

# BASIC ACCOUNTING SERVICES

## Multi-Unit Residential Properties

Hawaii Realty Management provides property management accounting services for property owners who want to handle the physical management of their property including tenant selection, rental agreement preparation, inventory of condition preparation, tenant check-in, tenant check-out , repairs and maintenance.

Our property management accounting services are designed for owners of multi-unit properties. Features of these services are:

- Cash based accounting only
- Limited to operating income and operating expenses
  - Income Statement
  - Balance Sheet
  - Rent Roll
  - Delinquency Report
  - Transaction Report and supporting documents
  - Bank reconciliation, if transactions processed through HRM's Trustee Account.  
Additional fee if account has a separate checking account.
- Additional fees for accounting of non-operating income and expenses, debt service and taxes.
- Our fees are net fees (owner is billed for duplication costs, postage, license fees, etc.).
  - NSF Check fees retained by HRM.

This service has many variables. Please contact us to discuss your accounting needs.

