

*Knighthawk LLC*  
*A Dragonfyre Company*  
Knighthawk LLC – Series G, Del Rio Division  
1916 Pike Pl Ste 12-347, Seattle, WA 98101

**From:** Knighthawk LLC – Series G (Sky Ranch Apartment Complex) Local Management Team

**Statement #:** \_\_\_\_\_  
(Date: YYYYMMDD ex: 20200115 for 15JAN2020)

**SUBJECT:** Current Month Management Fee + Last Month Labor/Expenses/Purchases/Payments

Separate Units: 98 Ave I = 2 Bed 2 Bath metal sides and roof, 100 Ave I = South Unit, 104 Ave I = West Unit  
Brick 6-Plex: 102 Ave I = #1, #2, #3, #4, #5, #6 (all units 2 bed 1 bath)

**1. PURPOSE:** The purpose of this document is to provide a record of monthly rents per unit (current month) and to itemize and record fees/expenses like Management Fees (current month), Lease-up fees (first full month rent), contracted labor (prior month), equipment/supplies/items purchased and rented (prior month). Statement will be sent out on or before the 10<sup>th</sup> of each month. In addition, there are sections for addressing any issues, comments, or suggestions for each unit as needed. Payments are made as follows:

- A. Labor paid by the ½ (Half) Hour
- B. Out of Pocket Expenses are those in which you pay someone else for something the Company should pay for
- C. Other expenses are those which do not makes sense under labor/repairs or Out of Pocket Expenses
- D. Pro-Rate 1<sup>st</sup> Month, per day, and pay Lease-Up Fee. Management Fee paid with full month's rent.

**2. SECURITY DEPOSIT COLLECTED:** Unit(s): \_\_\_\_\_ Amount(s): \$ \_\_\_\_\_

**3. RENT SUMMARY:** 98 Ave I-East (\$ \_\_\_\_\_) 100 Ave I-SW (\$ \_\_\_\_\_) 104 Ave I-West (\$ \_\_\_\_\_)  
102 Ave I #1BL(\$ \_\_\_\_\_), #2BM(\$ \_\_\_\_\_), #3BR(\$ \_\_\_\_\_), #4TL(\$ \_\_\_\_\_), #5TM(\$ \_\_\_\_\_) #6TR(\$ \_\_\_\_\_)

T = Top, B = Bottom, L = Left, M = Middle, R = Right

**Collected Rent Totals = \$ \_\_\_\_\_**

**4. MANAGEMENT FEES:** 10% of Collected Rents = \$ \_\_\_\_\_

**5. LEASE-UP FEE(S) PAID:** Unit(s): \_\_\_\_\_ Amount(s): \$ \_\_\_\_\_

**6. MAINTENANCE:** Total MX = \$ \_\_\_\_\_

- A. LABOR/REPAIR TOTALS: = \$ \_\_\_\_\_
- B. OUT of POCKET TOTALS: = \$ \_\_\_\_\_
- C. OTHER EXPENSES: = \$ \_\_\_\_\_

**7. TOTAL DEPOSITED:** \$ \_\_\_\_\_

**8. ADDITIONAL COMMENTS/INFO (about each unit or the entire property):**

