

1. Login to your Owner Portal.

PROPERTY ACCOUNT (CASH BASIS)	OCTOBER 2025	NOVEMBER 2025	DECEMBER 1 TO DATE	TOTAL AS OF 12/22/2025
2203, 33 Carringham Gate NW	(\$131.25)	(\$1,216.95)	\$1,681.28	\$333.08

2. Change the Cash to Accrual and Click on the + sign

PROPERTY ACCOUNT (ACCRUAL BASIS)	OCTOBER 2025	NOVEMBER 2025
2203, 33 Carringham Gate NW	(\$329.70)	(\$1,018.50)

3. Select the Period You would like to see the statement for.

PROPERTY ACCOUNT (ACCRUAL BASIS)	OCTOBER 2025	NOVEMBER 2025	DECEMBER 1 TO DATE	TOTAL AS OF 12/22/2025
2203, 33 Carringham Gate NW				
Income				
+ 4000 Rent Income	\$0.00	\$0.00	\$1,825.00	\$1,825.00
+ Total Income	\$0.00	\$0.00	\$1,825.00	\$1,825.00
Expenses				
+ 5001 Leasing Fee	\$0.00	\$420.00	\$0.00	\$420.00
+ 5015 Tenant Background Check	\$135.45	\$0.00	\$0.00	\$135.45
+ 5025 Management Fees	\$131.25	\$131.25	\$143.72	\$406.22
+ 5040 Repairs and Maintenance	\$0.00	\$99.75	\$0.00	\$99.75
+ 5045 Property Inspections	\$0.00	\$367.50	\$0.00	\$367.50
+ 5210 Advertising RentFaster	\$63.00	\$0.00	\$0.00	\$63.00
+ Total expenses	\$329.70	\$1,018.50	\$143.72	\$1,491.92
+ Net operating income	(\$329.70)	(\$1,018.50)	\$1,681.28	\$333.08
+ Net income	(\$329.70)	(\$1,018.50)	\$1,681.28	\$333.08

4. Click on the any Repair and maintenance Charge you would like to see the Invoice.

5. In this Case, I click on the \$99.75 Charge in month of November 2025.

6. Now Click on the Attached (Highlight) sign, and you will be able to see the Invoice.

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11/21/2025 3:00 PM - System Download

AI painting and renovation inc.

INVOICE
INV0208

ika
GST # #729033225RT0001 729033225RT0001
DATE
2903 Rabbit Hill Rd NW #206, Edmonton, AB
11/18/2025
T6R 3A3, Canada
8253437892
DUE
8253437892
On Receipt
AIPAINTINGANDRENOVATIONS@GMAIL.COM
BALANCE DUE
CAD \$78.75

BILL TO

Citysearch rental network inc. 2203-33 Carringham Gate Nw
Lana@citysearchcalgary.com

DESCRIPTION	RATE	QTY	AMOUNT
HRV cleaning	\$75.00	1	\$75.00

Payment Info

Scan this code to pay online

	SUBTOTAL \$75.00	BALANCE DUE \$3.75
	TAX (5%) \$3.75	
	TOTAL \$78.75	

CAD \$78.75