

Three-Way Reconciliation Report for Property Management

For Month Of

Prepared By

Date

Part I Bank Statement

		Totals
Bank Statement Balance on: _____		\$
Plus Deposits not yet credited to bank statement		\$
Less Outstanding Checks & Withdrawals		\$
Reconciled Balance as of: _____		\$

Part II Rentec Direct Bank Account Ledger Balance

Bank Ledger Balance on: _____	\$
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Part III Total of Owner Balance & Tenant Security Deposits

Owner Ledger Balances including Owner Reserves	\$
Tenant Security Deposits (if deposited into same bank account)	\$
Total of All Ledger Balances Combined (including Security Deposits if in same account)	\$

Part IV Reconciliation Summary

Amount of difference in Totals of Part I & II (should be zero)	\$
Amount of difference in Totals of Part I & III (should be zero)	\$

Explanation of differences and details of correction action taken:

Sign
Date