PROPERTELLIGENT

Monthly Landlord Task Checklist

Property / unit: _____ Review date: _____

- [ ] Reconcile rent due with payments received

- [ ] Review and document outstanding balances

- [ ] Record property expenses and attach receipts

- [ ] Reconcile bank activity against transaction records

- [ ] Review open maintenance and contractor invoices

- [ ] Check upcoming lease dates and review reminders

- [ ] Assign owners and dates to unresolved items

- [ ] Back up records securely and review access permissions

General organizational guidance, not legal, financial or tax advice. Rules vary by state and locality.

Check current requirements with qualified advisers. This checklist does not guarantee compliance.

Notes / owner / next review: _____