

PROTECT YOUR CASH FLOW & REAL ESTATE ASSETS

Whether managing a 4-unit multi-family property or a multi-property commercial portfolio, accurate physical record-keeping is vital for tenant accountability, tax deductions, and insurance claim substantiation.

The Landlord & Property Management Logbook centralizes all operations into one bound volume.

KEY MANAGEMENT TOOLS INCLUDED:

- 1. Master Portfolio & Entity Index — Owner LLC, insurance policies & emergency lines.
- 2. Rent Roll & Tenant Roster — Track lease start/end dates, monthly rent & deposits.
- 3. 116 Work Order Sheets — Itemized expenses, assigned vendors, and tenant sign-offs.
- 4. Annual Capex Audit Checklist — Routine inspections for HVAC, roofing, backflow & fire.

[Amazon Barcode Placement Area]

REAL ESTATE INVESTOR & ASSET SERIES

LANDLORD &
PROPERTY MANAGEMENT
LOGBOOK

Complete Commercial & Multi-Family Asset Record

- Master Rent Roll & Lease Expiration Schedule for All Units
- 116 Maintenance Work Order & Tenant Defect Resolution Records
- Expense Accounting Ledger (Materials, Invoices, Contractor Hours)
- Preferred Vendor Directory (HVAC, Plumbing, Electrical, Roofing)
- Move-In / Move-Out Inspection & Security Deposit Tracking
- Comprehensive Annual Capex & Property Safety Audit Checklist

120 PAGES • 8.5" x 11" DESK FORMAT • PERMANENT TAX & AUDIT PROOF

Designed for Independent Landlords, Property Managers & Real Estate Syndicates