

# Landlord Statement Glossary

This glossary is provided as a guide to terms used in the Landlord statements

Document Glossary	Description
<b>Date</b>	Date the transaction was processed/occurred or the due date
<b>Reference</b>	Period/term for the transaction it relates to in the creditor section. Invoice number and receipt number is in the debtor section
<b>Description</b>	Explanation on the purpose or type of transaction
<b>Amount</b>	Amount of the transaction including GST
<b>Property Care Services</b>	Means the Property care services provided by DHA as the property care provider to the landlord under a contract. Example: Repair Service, Scheduling & Facilitation
<b>Lease Agreement Services</b>	Means the Lease Agreement services provided by DHA as the tenant to the landlord under the lease. Example: Rent
<b>Opening Balance</b>	Balance at the start of the statement period
<b>Closing Balance</b>	Balance at the conclusion of the statement period
<b>Payment</b>	Amount of money that is paid into recipient's bank account
<b>Creditor Number</b>	Unique reference number for landlord's Account Receivable transactions
<b>Debtor Number</b>	Unique reference number for landlord's Account Receivable transactions
<b>This account is on hold for further review purposes</b>	Account under review for analysis of financials due to a change of ownership, lease handback or uninhabitable property

Transaction Glossary	Description
<b>Rent</b>	Gross rent amount to be paid to the landlord as stated in the lease agreement
<b>Property Care Service Fee or Management Fee</b>	Fee for Property Care Services as stated in the lease agreement
<b>Payment</b>	Amount paid into Landlords bank account
<b>Water Reimbursement</b>	Water usage reimbursement from DHA to Landlord
<b>Reimbursements</b>	Reimbursement to Landlord per description. Example: Credit/Refund
<b>Lease End Maintenance</b>	Post handback repairs
<b>Lease End Surrender</b>	Lease break fee payment to the landlord of rent in lieu of ending the lease early.
<b>Lease End Makegood</b>	Payout of lease end works
<b>Arrangement</b>	Reimbursement arrangement for Landlords repair charges
<b>Instalment</b>	Instalments for reimbursement arrangement to be deducted from rent
<b>Bank Rejection</b>	Bank has rejected the payment to the Landlord
<b>Brought Forward Amount</b>	Amount will be shown as there is insufficient funds to cover the debt due
<b>Deduction</b>	Total deductions from rent for the statement period
<b>Insurance</b>	Property insurance
<b>Land Rates</b>	Land rates. Example: council rates/charges
<b>Land Tax</b>	Land tax
<b>Strata</b>	Strata levies
<b>Water rates</b>	Water rates. Example: Water Service charge fees
<b>Repairs</b>	Landlord repairs
<b>Lease Registration</b>	Cost to register the lease agreement with a land titles office