

## Property Management Chart of Accounts Template

**Instructions:** Use this chart of accounts as your starting point. Customize account numbers and add property-specific tracking codes. Every transaction should be tagged to a specific property using your accounting software's class/location/tracking feature.

**Property Tracking Code Format:** `PROP-001`, `PROP-002`, etc. — assign one per property.

### Assets (1000-1999)

#### Cash & Bank Accounts

Account #	Account Name	Type	Notes
1000	Operating Checking Account	Bank	Your PM company's operating funds
1010	Security Deposit Trust Account	Bank	Tenant deposits ONLY — never commingle
1020	Rent Trust / Owner Distribution Account	Bank	Collected rent awaiting distribution
1030	Operating Savings / Reserve	Bank	Company reserves
1040	Petty Cash	Bank	Small cash expenses

#### Accounts Receivable

Account #	Account Name	Type	Notes
1100	Tenant Accounts Receivable	A/R	Unpaid rent and fees — track per tenant
1110	Owner Accounts Receivable	A/R	Amounts owed by property owners

#### Fixed Assets (Per Property)

<b>Account #</b>	<b>Account Name</b>	<b>Type</b>	<b>Notes</b>
1500	Rental Property — Building	Fixed Asset	Building cost basis (excl. land)
1505	Rental Property — Land	Fixed Asset	Land value (not depreciable)
1510	Accumulated Depreciation — Building	Fixed Asset (contra)	Running total of building depreciation
1520	Property Improvements	Fixed Asset	Capital improvements (new roof, HVAC, etc.)
1525	Accumulated Depreciation — Improvements	Fixed Asset (contra)	Depreciation on improvements
1530	Appliances & Equipment	Fixed Asset	Washer/dryer, refrigerators, etc. (5-yr life)
1535	Accumulated Depreciation — Appliances	Fixed Asset (contra)	Depreciation on appliances
1540	Land Improvements	Fixed Asset	Parking lots, fencing, landscaping (15-yr life)
1545	Accumulated Depreciation — Land Improvements	Fixed Asset (contra)	Depreciation on land improvements

## Liabilities (2000-2999)

### Current Liabilities

<b>Account #</b>	<b>Account Name</b>	<b>Type</b>	<b>Notes</b>
2000	Accounts Payable	A/P	Amounts owed to vendors/contractors
2010	Tenant Security Deposits	Liability	Total deposits held — MUST match trust account balance
2020	Prepaid Rent	Liability	Rent collected for future months
2030	Owner Funds Held	Liability	Rent collected, not yet distributed to owners
2040	Owner Reserves	Liability	Maintenance/CapEx reserves held for owners
2050	Sales Tax Payable	Liability	If your state taxes short-term rentals

2060	Payroll Liabilities	Liability	If you have W-2 employees
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## Long-Term Liabilities

Account #	Account Name	Type	Notes
2500	Mortgage Payable — [Property]	Long-Term Liability	One per property with a mortgage
2510	Line of Credit	Long-Term Liability	Business credit line

## Equity (3000-3999)

Account #	Account Name	Type	Notes
3000	Owner's Equity / Member's Capital	Equity	Initial investment + retained earnings
3100	Owner's Draws / Distributions	Equity	Money taken out by PM company owners
3200	Retained Earnings	Equity	Accumulated profits

## Income (4000-4999)

### Rental Income (Tag Each to Property)

Account #	Account Name	Notes
4000	Rental Income	Base rent collected
4010	Late Fee Income	Fees charged for late rent payment
4020	Pet Fee / Pet Rent Income	Monthly pet rent or one-time pet fees
4030	Parking Income	Assigned parking spaces
4040	Laundry / Vending Income	On-site machines

4050	Application Fee Income	Tenant application/screening fees
4060	Lease Termination Fee Income	Early termination penalties
4070	Utility Reimbursement Income	Tenant reimbursements for utilities
4080	Storage / Misc Income	Storage units, common area rentals
4090	Damage Recovery Income	Security deposit withholdings for damages

### Management Fee Income (PM Companies)

Account #	Account Name	Notes
4200	Property Management Fees	Monthly % of collected rent
4210	Leasing / Placement Fees	Fee for placing a new tenant
4220	Lease Renewal Fees	Fee for renewing a tenant's lease
4230	Maintenance Coordination Fee	Markup on maintenance work
4240	Eviction Management Fee	Fee for managing an eviction

### CAM Income (Commercial Properties)

Account #	Account Name	Notes
4300	CAM Charges Collected	Estimated monthly CAM from tenants
4310	CAM Reconciliation Adjustments	Year-end true-up (debit or credit)

## Expenses (5000-7999)

### Property Operating Expenses (Tag Each to Property)

Account #	Account Name	Notes
5000	Mortgage Interest	Interest portion only (not principal)
5010	Property Taxes	Annual property tax
5020	Property Insurance	Landlord/commercial property insurance
5030	HOA Fees	Homeowner association dues
5100	Repairs & Maintenance	Routine fixes, turnover repairs, cleaning

5110	Plumbing Repairs	Subset of repairs — optional detail
5120	Electrical Repairs	Subset of repairs — optional detail
5130	HVAC Repairs	Subset of repairs — optional detail
5140	Appliance Repairs	Subset of repairs — optional detail
5200	Capital Improvements	New roof, HVAC replacement, major renovations
5300	Landscaping / Grounds	Lawn care, snow removal, tree trimming
5310	Pest Control	Extermination services
5400	Utilities — Landlord Paid	Water, sewer, trash, electric, gas (if you pay)
5410	Water / Sewer	Subset of utilities — optional detail
5420	Trash / Recycling	Subset of utilities — optional detail
5430	Electric / Gas	Subset of utilities — optional detail
5500	Turnover Costs	Painting, cleaning, repairs between tenants
5600	Vacancy Marketing / Advertising	Listing fees, signage, photography

### Administrative Expenses (PM Company Level)

Account #	Account Name	Notes
6000	Office Rent	PM company office space
6010	Office Supplies	Paper, postage, general supplies
6020	Software & Subscriptions	PM software, accounting software, etc.
6030	Telephone / Internet	Business phone and internet
6040	Vehicle Expenses	Mileage for property visits (or actual expenses)
6050	Fuel	If tracking actual vehicle expenses
6100	Payroll — Salaries & Wages	W-2 employee compensation
6110	Payroll — Employer Taxes	FICA, FUTA, SUTA
6120	Payroll — Benefits	Health insurance, 401k, etc.
6200	Professional Fees — Accounting	CPA, bookkeeping services
6210	Professional Fees — Legal	Attorney fees, lease review
6220	Professional Fees — Other	Consultants, specialists

6300	Bank Fees & Charges	Monthly fees, wire fees, NSF fees
6310	Merchant Processing Fees	Credit card / ACH payment fees
6400	Insurance — General Liability	PM company liability policy
6410	Insurance — E&O / Professional	Errors & omissions coverage
6500	Continuing Education / Licensing	RE license renewal, courses
6600	Travel & Meals	Business travel (if applicable)

## Legal & Eviction Expenses

Account #	Account Name	Notes
7000	Eviction Filing Fees	Court costs
7010	Eviction Attorney Fees	Legal representation
7020	Collections Costs	Debt collection agency fees
7030	Tenant Screening Costs	Background/credit check fees (if not passed to tenant)

## Trust Account Reconciliation Checklist

Reconcile your trust accounts monthly. Here's the process:

### Security Deposit Trust Account

- Total cash in security deposit bank account: \$\_\_\_\_\_
- Total of all individual tenant security deposit records: \$\_\_\_\_\_
- Difference (should be \$0 or small operating buffer only): \$\_\_\_\_\_
- If difference exists, identify and resolve before month-end

### Rent Trust / Owner Distribution Account

- Total cash in rent trust bank account: \$\_\_\_\_\_
- Total rent collected but not yet distributed: \$\_\_\_\_\_
- Total owner reserves held: \$\_\_\_\_\_
- Total of collected + reserves should equal bank balance: \$\_\_\_\_\_

All distributions for the month have been processed:  Yes  No

### Record Keeping

- Bank statements downloaded and filed
- All transactions categorized and tagged to correct property
- Owner statements generated and sent
- Any discrepancies documented with resolution

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## Security Deposit Tracker

Tenant Name	Property	Unit	Deposit Amount	Date Received	Lease End	Date Returned	Amount Returned	Withholding Reason
			\$	//	//	//	\$	
			\$	//	//	//	\$	
			\$	//	//	//	\$	
			\$	//	//	//	\$	
			\$	//	//	//	\$	

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## Per-Property Monthly P&L Template

Property: \_\_\_\_\_ Code: PROP-\_\_\_\_

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Category	Budget	Actual	Variance
<b>INCOME</b>			
Rental Income	\$	\$	\$
Late Fees	\$	\$	\$
Pet Rent/Fees	\$	\$	\$
Parking	\$	\$	\$

Other Income	\$	\$	\$
<b>Total Income</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>EXPENSES</b>			
Mortgage Interest	\$	\$	\$
Property Taxes	\$	\$	\$
Insurance	\$	\$	\$
Repairs & Maintenance	\$	\$	\$
Capital Improvements	\$	\$	\$
Utilities (landlord-paid)	\$	\$	\$
Landscaping	\$	\$	\$
Pest Control	\$	\$	\$
HOA Fees	\$	\$	\$
Management Fee	\$	\$	\$
Advertising / Vacancy	\$	\$	\$
Legal / Eviction	\$	\$	\$
Other Expenses	\$	\$	\$
<b>Total Expenses</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>NET OPERATING INCOME</b>			
	\$	\$	\$
Mortgage Principal	\$	\$	\$
<b>CASH FLOW</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

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