FREE TOOL

BOOKKEEPING CLEANUP CHECKLIST

The documents a rebuild of past books works from. Put them in one folder in your own Dropbox or Google Drive, with a subfolder for each account and each property, and tick each item as it goes in.

EVERY ACCOUNT

- [ ] Bank statements for every month in the period, for every business account.
- [ ] Card statements for every business card, every month.
- [ ] Loan statements for every loan, every month, and the payoff letter for any loan that ended.
- [ ] Statements for any account closed during the period.
- [ ] A list of every account and every LLC, with the date each one opened or closed.

EVERY DEAL

- [ ] Closing statements for every purchase and every sale.
- [ ] Rehab invoices and receipts, filed by property.
- [ ] Your lender's draw records for each property.
- [ ] A W-9 for every contractor paid in the period.

WHOLESALE DEALS

- [ ] Purchase contracts and assignment agreements for each deal.
- [ ] Settlement statements for each deal that closed.
- [ ] Earnest money receipts, refunds and cancellations, with the deal each one belongs to.
- [ ] Marketing invoices for the period.

RENTALS

- [ ] Leases, with the rent and the security deposit for each one.
- [ ] Property manager owner statements, if a manager collects the rent.
- [ ] Closing statements for any refinance.

PAYMENTS WITH NO DOCUMENT

- [ ] A short note for each one: date, amount, property and what it was for.
- [ ] One list of everything you could not find. That list is the start of the exception log.

WHO DOES WHAT

Anything that neither a document nor a note can settle goes on a written exception log, not into a guess. Personal email access is never needed, and neither is any bookkeeping software.

FLIPPER BOOKKEEPING