FREE TOOL

MONTH-END CLOSE CHECKLIST FOR REAL ESTATE INVESTORS

Run it every month, in order. Tick each step as it is done, then add the checks for each kind of investing you do.

THE 8 STEPS, EVERY MONTH

- [ ] Gather the month's documents: every bank, card and loan statement, the lender's draw and interest notices, closing statements for anything bought or sold, the property manager's owner statement, invoices and receipts.
- [ ] Record every transaction and tag it to its deal, its property or overhead.
- [ ] Reconcile each bank and card account to its statement balance on the last day of the month.
- [ ] Tie out each loan to the lender's statement: the balance, the interest and every draw.
- [ ] Clear transfers and card payments, so each one shows in both accounts and none sits in income or expenses.
- [ ] Write down the open items: every amount that needs an answer or a document, and who can supply it.
- [ ] Produce and read the reports: profit by deal or property, the balance sheet, the cash position and the open items.
- [ ] Mark the month closed, so nothing in it changes later without a note.

FLIPS: ADD THESE CHECKS

- [ ] For each active project: spent so far, loan owed, draws against rehab paid, budget used.

WHOLESALE: ADD THESE CHECKS

- [ ] Every earnest money deposit still out, with its contract date.
- [ ] Fees and withholdings on each closed deal.

RENTALS: ADD THESE CHECKS

- [ ] The owner statement against the deposit received.
- [ ] Each mortgage payment split into interest, principal and escrow.
- [ ] Security deposits held.

2 OR MORE LLCS: ADD THIS CHECK

- [ ] Every due-to in 1 company equals the matching due-from in the other.

WHO DOES WHAT

Your bookkeeper runs the close and sends the reports. How anything is treated on your tax return is for your CPA.

FLIPPER BOOKKEEPING