☑ Month-End Checklist for Real Estate Pros

Stay on top of your books and ahead of tax season.

📄 Banking & Reconciliation

☐ Reconcile all bank accounts – Ensure all cash transactions are recorded and matched to your bank statement.   Initials: _____   Date: _____

☐ Reconcile all credit card accounts – Verify property-related expenses are properly posted and no charges are missed.   Initials: _____   Date: _____

☐ Review cleared vs. uncleared transactions – Identify old or duplicate items that could misstate your balances.   Initials: _____   Date: _____

💰 Accounts Receivable

☐ Review outstanding tenant balances – Stay ahead of potential collection issues and maintain accurate A/R aging.   Initials: _____   Date: _____

☐ Apply rent payments and late fees accurately – Ensure all revenue is properly recorded, especially for multi-tenant properties.   Initials: _____   Date: _____

☐ Send reminders or notices for unpaid rent – Prompt communication helps prevent extended delinquencies.   Initials: _____   Date: _____

📋 Accounts Payable & Expenses

☐ Verify all receipts and vendor invoices are entered – Ensure no expense is missed and all costs are accounted for.   Initials: _____   Date: _____

☐ Confirm recurring bills are posted – Automate where possible and check for completeness each month.   Initials: _____   Date: _____

☐ Review for duplicate or missing entries – Catch errors before they impact your reports or tax filings.   Initials: _____   Date: _____

📊 Financial Review

☐ Analyze P&L and Balance Sheet by property – Understand each property's financial health and identify performance trends.   Initials: _____   Date: _____

⚖️ Compliance & Documentation

☐ Check for upcoming tax/license deadlines – Stay compliant and avoid penalties or service interruptions.   Initials: _____   Date: _____

☐ Save backup documentation for major repairs or improvements – Support capital expense tracking and IRS requirements.   Initials: _____   Date: _____

☐ Ensure all tenant deposits are recorded in escrow liability – Protect trust account accuracy and legal compliance.   Initials: _____   Date: _____

🔒 Internal Controls

☐ Scan financials for accuracy and anomalies – Catch any data entry issues or surprises before you close the books.   Initials: _____   Date: _____

☐ Lock the prior month's books in your software – Prevent accidental edits and preserve data integrity.   Initials: _____   Date: _____

☐ Backup your accounting file or confirm cloud data is up to date – Safeguard your records in case of audit or system failure.   Initials: _____   Date: _____

🏘️ Optional – Property Management Add-Ons

☐ Update unit vacancy and occupancy reports – Track turnover trends and support marketing or leasing efforts.   Initials: _____   Date: _____

☐ Review service requests and maintenance logs – Monitor recurring issues and maintenance efficiency.   Initials: _____   Date: _____

☐ Generate owner statements or investor updates – Keep stakeholders informed and build trust through transparency.   Initials: _____   Date: _____