

COMMERCIAL PROPERTY UTILITY EXPENSE LOG

Office Utilities Tracking & Record Sheet

Property Name:

Reporting Period:

Property Address:

Prepared By:

Property Manager:

Date Updated:

DATE PAID	UTILITY TYPE	SERVICE PROVIDER	ACCOUNT / INVOICE #	BILLING PERIOD	USAGE / CONSUMPTION	AMOUNT DUE	AMOUNT PAID	PAYMENT METHOD

Total Budgeted	
Total Actual Paid	
Variance	

Prepared By (Signature)

Approved By (Property Manager Signature)