

Service charge statement

Nine cost items, allocation key, advance payments and balance — the Excel version calculates itself

Fill in the fields in square brackets.

Landlord: [Landlord]

Tenant: [Tenant]

Rented property: [Address, flat]

Accounting period: [DD.MM.YYYY – DD.MM.YYYY]

Allocation key under the lease: ☐ floor area (m²) ☐ value quota ☐ persons ☐ consumption (meter)

COST ITEM (ONLY IF LISTED IN THE LEASE)	BUILDING COSTS CHF	KEY, TOTAL	KEY, THIS FLAT	SHARE OF THIS FLAT CHF
Heating and hot water (VMWG Art. 5)				
Water and waste water				
Common-area electricity (stairwell, laundry room)				
Caretaking and cleaning				
Lift: service and maintenance				
Refuse and disposal				
Garden upkeep and snow clearing				
Radio, TV, cable				
Administration of this statement (VMWG Art. 4(3))				
Total service charges				
Advance payments in the period (deduct)				
Balance: + amount due, – credit				

Share = costs × key for this flat ÷ total key (calculated in the Excel sheet, by hand in Word/PDF).

Only items the lease specifically lists may appear on the statement (Code of Obligations Art. 257a para. 2).

Repairing or renewing the heating system, and interest on or depreciation of it, can never be charged (VMWG Art. 6).

The tenant may inspect the supporting documents (Code of Obligations Art. 257b para. 2) and ask for the fuel stock at the start and end of the heating period (VMWG Art. 8 para. 2).

Payable by: _____._____ to IBAN: _____

Place, date: _____ Landlord's signature: _____