Service charges statement with balance, Word and PDF

The dotted lines are blanks — fill in your own details.

Landlord: _____

Tenant: _____

Rented property: _____

Accounting period: _____

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: _____

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