

Have bills that need to be recorded?





Email them to recordmybill@1836pm.com and we'll ensure they end up on your property statement.

What should you send in?

Just about any receipts that contain [full vendor information, type of payment, and details](#) from payments made directly to a vendor including:

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|  HOA payments |  Repairs paid directly to a vendor outside of 1836 |
|  Utilities paid directly to a utility company outside of 1836 |  Insurance payments made directly to an insurance company |
|  Property taxes if paid directly to the taxing authority |  Property tax protest expense(s) |

What should you NOT send in?

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|  Mortgage payments |
|  Anything escrowed: taxes, insurance or mortgage interest payments |

How's this helpful?



Have you ever forgotten to give your CPA a bill for something deductible? This could reduce your taxes.

If everything works to plan, once tax time rolls around you should be able to share a property statement and your 1098 from your mortgage company (if applicable) with your CPA and have everything you need to claim all deductible expenses in one place.

How do you download a property statement?



No need to stress! We've got that covered for you as well.

1. Log into your account:


<https://1836realty.managebuilding.com/manager/public/authentication/login>

2. Go to **Reports** on the left side of the screen
3. Select **Property Statement**
4. Select the desired **property** and **date range**. Ex might be "Last Year" if you're creating a property statement for 2024 in early 2025.
5. Export to PDF if you'd like to download the report. Then you can email it to your CPA.



IMPORTANT NOTES

- This is a complementary service and may take up to 3 business days.
- Investors should verify bills are properly uploaded by logging into the owners portal->Reports->Income Statement Detailed->Select the property->Select Date Range->Run Report.
- Bills should be uploaded to a category titled "Repairs-Owner Paid Expense".
- Owners must address any inaccuracies directly with their property manager.
- 1836 Property Management is not responsible for missing, inaccurate or bills recorded to a property by investor request that result in inaccurate filings with the IRS.

 **Need Help?** Contact your CPA or property manager for guidance on recording bills or permitted expenses.