CAM Audit Sample: Report and Notice

HYPOTHETICAL SAMPLE ONLY - Invented records, clauses, citations, names, and figures

Scenario: Fictional tenant, property, lease, and CAM reconciliation
Purpose: Shows report organization and notice format only

HYPOTHETICAL MATERIAL ONLY

Every person, entity, property, lease clause, statement, citation, amount, and event in this file is invented for format demonstration. No customer information or testimonials are included. This material is not legal advice and makes no promise of savings or any outcome.

SAMPLE REPORT

Review scope: Compare two invented charges from a fictional year-end CAM reconciliation with invented lease terms. This example does not establish that any real charge is improper.

FINDING 01 - MANAGEMENT FEE RATE

Question for review: The sample reconciliation lists a 4.5 percent management fee on a sample eligible-cost pool of $250,000. The sample lease excerpt states a 4 percent cap on eligible operating expenses.

Hypothetical lease citation: Section 7.2, page 18: "Management fee shall not exceed 4 percent of eligible operating expenses."

Hypothetical statement citation: CAM reconciliation, page 4, "Management fee: $11,250; stated rate: 4.5 percent."

Calculation shown for format only: $250,000 x 4 percent = $10,000; sample variance = $1,250.

Assessment: Potential inconsistency to verify against the full lease, defined cost pool, calculation basis, and any amendments. This is an illustration, not a finding about an actual account or a savings estimate.

Evidence gaps: Full lease and amendments; management-fee definition; source cost-pool detail; invoice or ledger; calculation worksheet; and confirmation that included costs are eligible under the hypothetical lease language.

Next step: Request underlying workpapers and compare the rate and pool with the complete governing documents.

FINDING 02 - LANDSCAPING BACKUP

Question for review: A second sample reconciliation line lists $7,200 for landscaping, without vendor or service-period detail on the displayed page.

Hypothetical lease citation: Section 9.1, page 22, describes common-area maintenance responsibilities but does not identify the sample vendor or allocation method.

Hypothetical statement citation: CAM reconciliation, page 5, "Landscaping: $7,200."

Assessment: The displayed record is not enough to test the service dates, allocation, or whether the same work appears elsewhere.

Evidence gaps: Vendor invoice; service dates; property allocation schedule; and any credit or duplicate-billing detail.

Next step: Request the itemized backup and allocation basis before drawing a conclusion.

NOTICE OF CAM DISCREPANCY / DOCUMENTATION DEMAND

Date: [DATE]

To: [PROPERTY MANAGEMENT CONTACT]

From: [TENANT NAME]

Re: [PROPERTY, SUITE, AND RECONCILIATION PERIOD]

This hypothetical notice identifies questions about two sample CAM reconciliation entries. It is a format example only and does not state a legal position or assert that an amount is owed.

1. Management fee: Please provide the calculation worksheet, the eligible expense pool, the rate applied, and the records used to determine the fee shown on the sample reconciliation.

2. Landscaping: Please provide the vendor invoice, service dates, and the allocation schedule supporting the sample landscaping line.

3. Reconciliation support: Please identify any credits, adjustments, or other records needed to reconcile these sample entries to the statement.

Please review these sample questions against the complete lease and supporting records. Replace every bracketed field and confirm any deadline, notice method, and delivery address that apply before using a notice.

Regards,

[TENANT REPRESENTATIVE]

SAMPLE FOLLOW-UP CHECKLIST

Confirm source-page references against the complete documents. Separate supported facts from questions. Record any missing backup without treating it as proof of an error.

To start a CAM audit, open the /audit page on this site.

BOUNDARIES

This sample contains fictional material only. It is not legal advice, accounting advice, a legal opinion, or legal representation. It promises no savings or outcome. Have qualified counsel assess any rights, deadlines, and notice requirements.

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