

Rent Payment Ledger

Settle an arrears question with a document rather than a memory, and hand an accountant something that already adds up.

Every rent payment for one tenancy on one page — what was due, what arrived, when, and what is outstanding.

ONE TENANCY PER SHEET

One tenancy per sheet. Record the date the money actually arrived, not the date it was due — the gap between the two is the useful part — and carry the running balance down the page. A record sheet, not a legal document: what a tenancy requires depends on where the property is.

Property

Tenant

Tenancy from

Rent due

Rent due on (day of month)

Paid by

Year

Sheet

Period covered	Due date	Amount due	Date received	Amount received	Method	Reference	Balance owing	Notes

Balance carried forward

Checked on

Checked by