

Rent Statement & Record

Use: running rent ledger + receipts | Document: LS-U-030 v1.0

KEEP A CLEAR RENT RECORD

A running rent record protects both parties: it shows exactly what has been paid, when, and any balance. It is invaluable evidence if there is ever a dispute or a possession claim, and many tenants need a rent record for benefits or references. Where rent is paid in cash you should always give a written receipt.

Tenancy details

Tenant(s): _____

Property: _____

Landlord / agent: _____

Rent (£) per (week / month): _____

Rent due day: _____

Rent ledger

Complete one row each rent period. 'Balance' is the running arrears (or credit) after each payment.

Date due ____	Rent due £ ____	Date paid ____	Amount paid £ ____	Balance £ ____:
Date due ____	Rent due £ ____	Date paid ____	Amount paid £ ____	Balance £ ____:
Date due ____	Rent due £ ____	Date paid ____	Amount paid £ ____	Balance £ ____:
Date due ____	Rent due £ ____	Date paid ____	Amount paid £ ____	Balance £ ____:
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Date due ____	Rent due £ ____	Date paid ____	Amount paid £ ____	Balance £ ____:
Date due ____	Rent due £ ____	Date paid ____	Amount paid £ ____	Balance £ ____:

Cash receipt (give to the tenant for cash payments)

Date of payment: _____

Amount received (£): _____

Period covered: _____

Balance outstanding (£) or 'nil': _____

Received by (landlord / agent): _____ Date: _____