

RENT LEDGER

This Rent Ledger is an accounting record of charges, credits, payments, and running balances related to the tenancy identified below. It is intended for property management and compliance documentation.

1. Parties and Property

Landlord/Owner: _____
Mailing Address: _____
Telephone: _____ Email: _____

Tenant(s): _____
Mailing Address: _____
Telephone: _____ Email: _____

Occupant(s) (if different from Tenant): _____

Premises: _____
Property Type: _____ Bedrooms: ____ Bathrooms: ____
Parking Description (if any): _____

2. Lease Reference and Key Financial Terms

Lease Type: _____

Lease Start Date: _____ **Lease End Date (if fixed term):** _____

Base Rent: _____ per _____ Due Each: _____

Security Deposit on File: _____ Received on: _____

Recurring Charges (if any): Parking: _____ | Pet: _____ | Utilities: _____ | Other: _____

Late Fee Policy: Late after ____ day(s) past due; Fee: _____; Grace Period: ____ day(s).

Returned Payment Fee: _____

Currency of Account: _____ **Reporting Period:** From _____ to _____

3. Opening Balances

Item	Amount	As of Date	Notes
Prior Balance Forward	_____	_____	_____
Prepaid Rent (Credit)	_____	_____	_____
Security Deposit Held (Non-Rent)	_____	_____	_____

Note: Security deposits are tracked separately from rent charges and are not applied to rent unless permitted by law and authorized in writing.

4. Charge and Credit Codes

- **RENT** — Base rent for the applicable period.
- **LATE** — Late fee assessed under the policy stated above.
- **UTIL** — Utilities or services billed to Tenant.
- **PARK** — Parking-related charges.
- **PET** — Pet rent or pet-related charges.
- **MAINT** — Repair/maintenance charge as allowed by the lease.
- **OTHER** — Any other authorized charge; describe in detail.
- **PMT** — Payment received from Tenant.
- **CR** — Credit or concession applied.
- **ADJ** — Administrative adjustment or correction.
- **DEP/APPL** — Security deposit applied as credit (if lawful and authorized).

5. Detailed Ledger Entries

Enter each charge, credit, or payment as a separate line item. Running balance reflects Tenant’s amount due (+) or credit (-) after the entry.

Entry #	Entry Date	Period Covered	Code	Description	Charge (+)	Payment/Credit (-)	Running Balance	Method
___	_____	_____	___	_____	_____	_____	_____	___
___	_____	_____	___	_____	_____	_____	_____	___
___	_____	_____	___	_____	_____	_____	_____	___
___	_____	_____	___	_____	_____	_____	_____	___
___	_____	_____	___	_____	_____	_____	_____	___
___	_____	_____	___	_____	_____	_____	_____	___
___	_____	_____	___	_____	_____	_____	_____	___
___	_____	_____	___	_____	_____	_____	_____	___
___	_____	_____	___	_____	_____	_____	_____	___
Totals for Reporting Period:					_____	_____	_____	_____
___	_____	_____	___	_____	_____	_____	_____	___
___	_____	_____	___	_____	_____	_____	_____	___
___	_____	_____	___	_____	_____	_____	_____	___
___	_____	_____	___	_____	_____	_____	_____	___

6. Monthly Roll-Up Summary

Month/Year	Total Charges	Total Payments/Credits	Adjustments (Net)	Ending Balance	Reviewer
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

7. Adjustments and Corrections

Use this section to record authorized adjustments. Corrections must reference the original entry and provide justification.

Date	Original Entry Ref	Reason for Adjustment	Charge (+)	Credit (-)	Authorized By
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

8. Notices and Certifications

Statement of Account: As of _____, the amount due from Tenant is _____ (positive indicates balance owed; negative indicates Tenant credit).
Delivery: This ledger/statement was provided to Tenant on _____ via _____ to _____.
This record is maintained in the ordinary course of business and reflects entries made at or near the time of each transaction by a person with knowledge.

9. Governing Law and Recordkeeping

This ledger is prepared in accordance with applicable landlord-tenant laws in the jurisdiction where the Premises are located: _____. Retain ledger records for at least ____ year(s) after lease termination or as otherwise required by law.
Privacy: Personally identifiable information is handled consistent with privacy requirements. Access is limited to authorized parties.

10. Acknowledgment and Signature

Property Manager/Landlord Certification: I certify that the foregoing ledger is true, correct, and complete to the best of my knowledge as of the date executed below.

For Landlord/Agent:

Signature Date
Name: _____ Title: _____ Company: _____

Tenant Receipt (optional): I acknowledge receipt of this rent ledger/statement.

Signature Date
Name: _____

11. Attachments

- Attachment A — Proof of payments (receipts, bank confirmations)
- Attachment B — Itemized deductions (if any) with supporting invoices
- Attachment C — Lease or addenda excerpt referencing financial terms

Document ID: _____ Internal
Prepared on: _____ Prepared by: _____ Version: _____

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