

Rent Ledger

A running record of every charge, payment, late fee, and balance for one tenant or unit.

TENANT NAME(S)

CONTACT (EMAIL / PHONE)

PROPERTY ADDRESS

UNIT

LEASE START

LEASE END

MONTHLY RENT

RENT DUE DATE

GRACE PERIOD / LATE FEE

DATE	DESCRIPTION	APPLIED TO	METHOD / REF #	CHARGE	PAYMENT	BALANCE	NOTES

Carry the closing balance forward to the first row of the next page.

Rent Ledger (continued)

TENANT NAME(S)

PROPERTY ADDRESS

BALANCE BROUGHT FORWARD

DATE	DESCRIPTION	APPLIED TO	METHOD / REF #	CHARGE	PAYMENT	BALANCE	NOTES

How to use this ledger

- One row per transaction. Two payments in the same month mean two rows.
- For a partial payment, log the full charge as one row and each payment as its own row. The remainder stays in the Balance column and never gets entered as a second charge.
- Use Applied To for the period or charge a payment covers, so an October payment toward September rent is never ambiguous.
- To correct a mistake, add a dated reversing entry and note why. Leave the original row in place so the audit trail survives.
- Reconcile against bank statements monthly, and keep receipts and notices filed alongside the entries they support.