

TENANT LEDGER

A	B	C	D	E	F
Month and Year	Rent	Utilities	Miscellaneous Charges	Late Fee	Payments Received
April 2020					
May 2020					
June 2020					
July 2020					
August 2020					
September 2020					
October 2020					
November 2020					
December 2020					
January 2021					
February 2021					
March 2021					
April 2021					
May 2021					
June 2021					
July 2021					
August 2021					
September 2021					
October 2021					
November 2021					
December 2021					

Only enter information in columns B, C, D, E and F if the tenant did not pay the total amount of rent/utilities due for the month stated in column A, Month and Year.

B. Rent – All money due, other than a security deposit, owed or paid to the landlord under the rental agreement. This rent amount must be the same as the rent amount stated on the rental agreement lease.

C. Utilities – Gas, Electric, Water and Sewage paid to the landlord under the rental agreement.

- D. Miscellaneous Charges – These are monthly charges, such as parking, amenities, renter’s insurance paid to the landlord under the rental agreement..

- E. Late Fee - The late payment of rent charged must be written in the rental agreement. This late charge cannot exceed the lesser of 10 percent of the periodic rent or 10 percent of the remaining balance due and owed by the tenant. If no late fee was charged, then leave blank.

- F. Payments Received – If the tenant made a rental payment for the month, enter the rental payment amount. If no payment was received, then leave blank.