Rent receipts and records
Fact sheet 3

Section 58 (2) of the Residential Tenancies Act 1995 requires a person who receives rent under a residential tenancy agreement to issue a receipt for rent within 48 hours of receiving it. However, if the tenant pays the rent into an account kept by the landlord or the landlord’s agent at a financial institution, and the landlord, or the landlord’s agent keeps a written record containing the information required below, a receipt need not be given.

Each receipt should state:
- **date** the rent was received; and
- **name** of the person paying the rent; and
- **amount** paid; and
- **period of tenancy** the payment relates to; and
- **address** of premises to which the payment relates.

```
RECEIPT
Receipt date: 04/07/15
Received from: Joe Citizen
Sum of: Six hundred dollars
Rented premises: 91 Grenfell Street, Adelaide
Rental for the period of: 04/07/15 – 17/07/15
Signed: Landlord
```

A landlord must, at the written request of the tenant, give the tenant a statement relating to the rent received during the period specified in the request. This statement must be given to the tenant within 7 days of the request.

**Landlord’s duty to keep proper records of rent**

Section 57(1) of the Residential Tenancies Act 1995 states:
A landlord under a residential tenancy agreement must ensure that a rent record include the same details as are required on the receipt for rent. Any rental arrears on the date of payment should be clearly shown on the rent record.

**EXAMPLE RENT BOOK**

```
When Paid  | By Whom Paid  | Amount Paid | Period of Rent from - to | Signature of Landlord
----------|--------------|-------------|------------------------|----------------------
04/07/15  | Joe          | $600        | 04/07/15 - 17/07/15    | $5                    
18/07/15  | Joe          | $500        | 04/07/15 - 17/07/15    | $5                    
01/08/15  | Joe          | $500        | 18/07/15 - 31/07/15    | $5                    
```

*Please see over for examples of rent records*
EXAMPLE RENT SPREADSHEET

Address of rented premises: 9 Street, Smithville  SA  5002

Name of tenant:  Joe Citizen

Phone:  (H) 8555 6331  (W) (M)

Commenced:  04/07/2015

Ending:  03/07/2016

Bond No:  4297583-3  Amount: $1800

SAHT Guarantee No:

Rent Amount:  $300 per week, payable fortnightly ($600)

Method of Payment:  by cash deposit into (name of bank)  BSB  808 - 007  Acc.  1235456-7

<table>
<thead>
<tr>
<th>DATE DUE</th>
<th>AMOUNT DUE</th>
<th>DATE PAID</th>
<th>AMOUNT PAID</th>
<th>RENT PERIOD</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/07/15</td>
<td>$600</td>
<td>04/07/15</td>
<td>$600</td>
<td>04/07/15</td>
<td>17/07/15</td>
</tr>
<tr>
<td>18/07/15</td>
<td>$600</td>
<td>21/07/15</td>
<td>$500</td>
<td>04/07/15</td>
<td>17/07/15</td>
</tr>
<tr>
<td>01/08/15</td>
<td>$600</td>
<td>01/08/15</td>
<td>$500</td>
<td>18/07/15</td>
<td>31/07/15</td>
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<tr>
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<td></td>
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<td>01/08/15</td>
<td>14/08/15</td>
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<tr>
<td>15/08/15</td>
<td>$600</td>
<td>18/08/15</td>
<td>$500</td>
<td>15/08/15</td>
<td>28/08/15</td>
</tr>
<tr>
<td></td>
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<td>01/08/15</td>
<td></td>
<td>14/08/15</td>
<td>Chq 0039 dishonoured 21/08</td>
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<tr>
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<td>Form 2 hand delivered 30/08</td>
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<tr>
<td>12/09/15</td>
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<td></td>
<td>SACAT application 08/09</td>
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<tr>
<td>26/09/15</td>
<td>$600</td>
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<td></td>
</tr>
</tbody>
</table>

This amount is $100 short of a full fortnight’s rent ($600)

The rent is still paid to the last fortnight’s rent period, with an amount in hand

This $500 payment is added to the previous $500 in hand, making a total of $1000. This pays for 1 full fortnight’s rent ($600), with the remaining $400 in hand

Please note:  In the above example, rent is due fortnightly. Any rent received that is not a full fortnight’s rent (ie $500) should not be entered as a payment towards a rent period.

For further information contact Consumer and Business services on 131 882, or visit www.sa.gov.au/tenancy/renters