

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 the:

- **date** the rent was received
- **name** of the person who paid the rent
- **amount** paid
- **period of tenancy** the payment relates to
- **address** of the rented property the payment relates to.

RECEIPT	
Receipt date:	04/06/20
Received from:	<i>(tenant's name)</i>
Sum of:	Six hundred dollars
Rented premises:	21 Rental Street, Adelaide
Rental for the period of:	04/06/20 – 17/06/20
Signed: <i>Landlord</i>	

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

Premises rent is paid for 21 Rental Street, Adelaide SA 5000				
Rent and amount due.....\$600.00.....per fortnight				
Date paid	Name of who paid	Amount paid	Period of rent from - to	Signature of landlord
04/06/20	<i>tenant</i>	\$600	04/06/20 - 17/06/20	<i>LL</i>
18/06/20	<i>tenant</i>	\$500	04/06/20 - 17/06/20 with \$500 in hand (ie: \$100 owing)	<i>LL</i>
02/07/20	<i>tenant</i>	\$500	18/06/20 - 1/07/20 with \$400 in hand	<i>LL</i>

See page 2 for examples of rent records

EXAMPLE RENT SPREADSHEET

Address of rented premises: 21 Rental Street, Adelaide SA 5000

Name of tenant: (tenant's name)

Phone: (H) 8555 6555

(W)

(M) 0431 222 333

Commenced: 04/06/2020

Ending: 03/06/2021

Bond No: 4294293-3

Amount: \$1800

SAHT Guarantee No: (if the bond is paid by Housing SA)

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

Method of Payment: by cash deposit into (name of bank)

BSB 808 - 007

Acc. 1235456-7

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

DATE DUE	AMOUNT DUE	DATE PAID	AMOUNT PAID	RENT PERIOD		COMMENTS
				From	To	
04/06/20	\$600	04/06/20	\$600	04/06/20	17/06/20	
18/06/20	\$600	21/06/20	\$500	04/06/20	17/06/20	with \$500 in hand (i.e. \$100 still owing)
02/07/20	\$600	01/07/20	\$500	18/06/20	1/06/20	with \$400 in hand
		05/07/20	\$200	02/07/20	15/07/20	
16/07/20	\$600	18/07/15	\$500	16/07/20	29/07/20	Paid by cheque no. 0039
				02/07/20	15/07/20	Chq 0039 dishonoured 21/07
30/07/20	\$600					Form 2 hand delivered 31/07
13/08/20	\$600					SACAT application 10/08
27/08/20	\$600					

*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 \$600) 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