

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

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	
04/07/15	\$600	04/07/15	\$600	04/07/15	17/07/15	
18/07/15	\$600	21/07/15	\$500	04/07/15	17/07/15	with \$500 in hand (i.e. \$100 still owing)
01/08/15	\$600	01/08/15	\$500	18/07/15	31/07/15	with \$400 in hand
		05/08/15	\$200	01/08/15	14/08/15	
15/08/15	\$600	18/08/15	\$500	15/08/15	28/08/15	Paid by cheque no. 0039
				01/08/15	14/08/15	Chq 0039 dishonoured 21/08
29/08/15	\$600					Form 2 served 29/08
12/09/15	\$600					SACAT application 09/09
26/09/15	\$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 \$500) should not be entered as a payment towards a rent period.