

Rent receipts and records

# Factsheet3

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

|  |
| --- |
| Premises for which rent is paid *21 High Street, Smithville SA 5002* |
| Rent and amount due……*$600.00*……………….per *fortnight* |
| When | By Whom | Amount | Period of Rent | Signature of |
| Paid | Paid | Paid | from - to | Landlord |
| 04/07/15 | *Joe* | $600 | 04/07/15 - 17/07/15 | *BS* |
| 18/07/15 | *Joe* | $500 | 04/07/15 - 17/07/15with $500 in hand*(ie: $100 owing)* | *BS* |
| 01/08/15 | *Joe* | $500 | 18/07/15 - 31/07/15with $400 in hand | *BS* |

*Please see over for examples of rent records*

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## 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. $100still 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.*

*For further information contact Consumer and Business services on 131 882, or visit* [*www.sa.gov.au/tenancy/renters*](http://www.sa.gov.au/tenancy/renters)

A&C 11/2015 9310

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