

ANNUAL RENT OUTSTANDING RECEIVABLE REGISTER

Ledger Template

Tenant Name:
Financial Year:
Property Address:
Unit / Suite No:
Monthly Rent Rate:
Lease Period:

MONTH	DUE DATE	RENT DUE (\$)	DATE PAID	AMOUNT PAID (\$)	OUTSTANDING BALANCE (\$)	REMARKS / REFERENCE
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
TOTALS						

Prepared By (Property Manager / Agent)

Approved By (Landlord / Owner)