



## Information sheet

T103 03/15

### Keeping accurate rent records

Landlords should ensure they keep accurate rent records. The spreadsheet below is an example of the information landlords should record.

If landlords apply to the Tenancy Tribunal to collect rent arrears, they should bring rent records, bank statements and rent books from the start of the tenancy to the Tribunal hearing.

A sample spreadsheet is attached.

An online rent summary Excel spreadsheet is available at [www.tenancy.govt.nz](http://www.tenancy.govt.nz)

### Example - rent summary from start of tenancy

A	B		C	D	E	F
Rent due (Date)	Rent period (from) (to)		Amount due	Amount paid	Date paid	*Arrears total
20/01/15	20/01/15	26/01/15	350.00	350.00	20/01/15	-
27/01/15	27/01/15	02/02/15	350.00	300.00	02/02/15	50.00
03/02/15	03/02/15	09/02/15	350.00	300.00	09/02/15	100.00
10/02/15	10/02/15	16/02/15	350.00	350.00	16/02/15	100.00
17/02/15	17/02/15	23/02/15	350.00	400.00	23/02/15	50.00
24/02/15	24/02/15	02/03/15	350.00	-	-	400.00
03/03/15	03/03/15	09/03/15	350.00	-	-	750.00
	<b>Totals</b>		<b>\$2,450.00</b>	<b>\$1,700.00</b>		<b>\$750.00</b>

Totals

"C" minus "D"

= Balance ("F")

# Rent summary from start of tenancy

Tenant name:

Address:

A	B		C	D	E	F
Rent due (Date)	Rent period (from) (to)		Amount due	Amount paid	Date paid	*Arrears total
<b>Totals</b>			\$	\$		\$

**\* Note:** The arrears total F = C minus D. It is important that column "F" be a cumulative balance, so the amount of arrears can be identified at any date.