

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:

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

Please see over for examples of rent records

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

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 hand delivered 30/08
12/09/15	\$600					SACAT application 08/09
26/09/15	\$600					

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

*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