Rent Statement

FOR LANDLORDS AND TENANTS IN ENGLAND

Rent charged, payments received and the rent balance for the period shown.

STATEMENT REFERENCE | DATE ISSUED | STATEMENT PERIOD FROM | STATEMENT PERIOD TO

LANDLORD NAME

LANDLORD ADDRESS

AGENT NAME (IF APPLICABLE)

ADDRESS FOR SERVING NOTICES (ENGLAND OR WALES)

☐ Same as landlord address *Where the tenant can serve notices on the landlord.*

CONTACT EMAIL | CONTACT PHONE

TENANT NAME(S)

PROPERTY ADDRESS (INCLUDE FLAT NUMBER AND POSTCODE)

TENANCY START DATE | RENT AMOUNT (£) | RENT DUE ON

RENT FREQUENCY

☐ Weekly ☐ Fortnightly ☐ Every 4 weeks ☐ Monthly

Rent account summary

OPENING RENT BALANCE (£)

RENT CHARGED (£)

PAYMENTS RECEIVED (£)

ADJUSTMENTS (£)

CLOSING RENT BALANCE (£)

ACCOUNT STATUS

A positive balance means rent is owed. A negative balance means the account is in credit. A positive balance is not necessarily overdue. Check the rent due dates.

This statement records rent only.

Rent account

One row per rent charge, payment or adjustment, using one money column per row. Enter rent charges and payments as positive amounts. Enter adjustments as positive to increase the amount owed or negative to reduce it.

DATE	ENTRY	RENT PERIOD	RENT CHARGED (£)	PAYMENT RECEIVED (£)	ADJUSTMENT (£)	METHOD / REFERENCE	BALANCE (£)

For automatic calculations, open in Adobe Acrobat Reader with JavaScript enabled. Check all totals before issuing. Alternatively, print and complete by hand.

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Rent Statement - continued

Balance brought forward from page 1 (£) _____

DATE	ENTRY	RENT PERIOD	RENT CHARGED (£)	PAYMENT RECEIVED (£)	ADJUSTMENT (£)	METHOD / REFERENCE	BALANCE (£)

Totals for the period _____ _____ _____ _____

Closing rent balance

Notes

Explain each adjustment here, and note any payment plan agreed. Refer to rows by date.

How to pay

ACCOUNT NAME _____ SORT CODE _____ ACCOUNT NUMBER _____ PAYMENT REFERENCE _____

Statement sign-off

I confirm this statement is a true record of the rent account for the period shown.

SIGNATURE (LANDLORD OR AGENT) _____ PRINTED NAME _____ DATE _____

If you think any entry is wrong, contact us using the details above.

DATA PROTECTION

This statement contains personal and financial information. Keep it secure. Share it only with people who need it and where you have a lawful basis to do so.

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