Rent ledger: charges

Property or unit: _____ Tenant label (initials or ID): _____ Currency (one per sheet): _____ Balances as of (YYYY-MM-DD): _____

Rule: only payments marked Confirmed reduce the confirmed outstanding balance.
A tenant's uploaded transfer proof is Reported: it is shown as awaiting check and never reduces the balance until you have matched it to your own bank record.

Charges: what is owed. One row per amount owed.

Charge ID	Period start (YYYY-MM-DD)	Period end (YYYY-MM-DD)	Charge type	Due date (YYYY-MM-DD)	Amount due	Confirmed received (add the Confirmed rows)	Balance (amount due minus confirmed)	Notes

Enter each charge once. Write dates as YYYY-MM-DD. Record payments on the next page and link them here by Charge ID.

Rent ledger: payments

Rule: only payments marked Confirmed reduce the confirmed outstanding balance.
Tick Reported while you are still checking, Confirmed once you have found the matching entry in your own bank record, Voided for a row entered by mistake.

Payments: money movements. One row per payment.

Payment ID	Charge ID it applies to	Payment date (YYYY-MM-DD)	Amount	Confirmation state	Bank reference (last 4-6 characters)	Proof file name or link	Related payment ID (replaces / replaced by)	Note (reason for any correction)
				☐ Reported ☐ Confirmed ☐ Voided				
				☐ Reported ☐ Confirmed ☐ Voided				
				☐ Reported ☐ Confirmed ☐ Voided				
				☐ Reported ☐ Confirmed ☐ Voided				
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				☐ Reported ☐ Confirmed ☐ Voided				
				☐ Reported ☐ Confirmed ☐ Voided				

How to use these sheets

Filling them in

1. Write one row on the Charges sheet for each amount owed: a month's rent, a deposit, a fee.
2. Write one row on the Payments sheet for each payment, and put the Charge ID it applies to.
3. A split payment is two rows with the same Charge ID. One transfer covering two charges is one row per charge.
4. For each charge, add up its *Confirmed* payments. Balance is amount due minus that total. Reported payments are not added in.
5. A negative balance is an overpayment (credit). It stays on that charge until you decide how to use it.

Corrections

Never rub out or cross out a row so it cannot be read. Tick Voided, write the reason in Note, add a new row with the right details, and write each row's ID in the other's Related payment ID.

Keep personal data to a minimum

Use initials or an ID instead of a full name. Write only the last 4 to 6 characters of a bank reference. Never write bank account or card numbers, passwords or online-banking credentials on these sheets. Keep proof files elsewhere and write only the file name. Keep the sheets somewhere private.

Not advice

This is a recordkeeping aid. It is not legal, tax or accounting advice and does not make a record compliant with any particular country's or region's rules. Rules on rent receipts, deposits and record retention vary by jurisdiction; check them separately.

LocalePM rent ledger template, version 1.0, 2026-11-02. A standalone document: it is not connected to LocalePM or to your bank. The editable spreadsheet version calculates the totals for you.