



Rent receipts and records

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.

But, if the tenant pays the rent into an account kept by the landlord/agent at a financial institution, and the landlord/agent keeps a written record containing the information required below, a receipt need not be given.

Each receipt should state the:

- **date** the rent was received
- **name** of the person who paid the rent
- **amount** paid
- **period of tenancy** the payment relates to
- **address** of the rented property the payment relates.

RECEIPT

Receipt date: 04/06/20

Received from: *(tenant's name)*

Sum of: Six hundred dollars

Rented premises: 21 Rental Street, Adelaide

Rental for the period of: 04/06/20 – 17/06/20

Signed: *Landlord*

A landlord/agent 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.

16/07/20	\$600	18/07/15	\$500	16/07/20	29/07/20	Paid by cheque no. 0039
				02/07/20	15/07/20	Chq 0039 dishonoured 21/07
30/07/20	\$600					Form 2 hand delivered 31/07
13/08/20	\$600					SACAT application 10/08
27/08/20	\$600					

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

Note: In the above example, rent is due fortnightly. Any rent received that is not a full fortnight's rent (ie \$600) should not be entered as a payment towards a rent period.

More information

For further details:

- see rights and obligations in the Tenant Information Guide
www.cbs.sa.gov.au/tenantinfo
- visit www.sa.gov.au/renting or contact Consumer and Business Services on 131 882 or www.cbs.sa.gov.au.

The information provided in this fact sheet is of a general nature only and should not be regarded as a substitute for legal advice and/or reference to the appropriate residential tenancies legislation.