

Rental Ledger

Free Australian rent ledger template | ourtop10.com.au/rental-ledger-template/

Rent received by
(agent/owner)

Property address

Paid by (tenant)

Rent amount / period

#	Period covered	Date due	Amount due \$	Amount paid \$	Date paid	Method	Balance \$
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
	TOTALS						

What a ledger has to show

A ledger a bank, tribunal or new agent will accept shows six things for every payment: who received the rent, who paid it, the property address, the date paid, the amount, and the period that payment covers.

Watch the monthly figure

Monthly rent is not the weekly rent times four. It is the weekly rent times 52, divided by 12. On \$650 a week that is \$2,816.67 a month, not \$2,600.

Getting the official copy from your agent

NSW, Queensland and South Australia: ask in writing and they have 7 days to provide it. Victoria and the ACT: records are kept for 12 months. Western Australia, Tasmania and the Northern Territory set no deadline for a copy, so keep your own record as you go. For a home loan, lenders want the agent's copy, not a hand-built one - use this sheet to check theirs against your bank statements.

Live generator, downloadable spreadsheet and the full state-by-state rules: ourtop10.com.au/rental-ledger-template/ | Rules checked 9 September 2026 against NSW Government, Consumer Affairs Victoria, RTA Queensland, Consumer Protection WA, CBS South Australia, CBOS Tasmania, ACT standard tenancy terms and NT Government.