



Residential Tenancies Fact Sheet 3

RENT RECEIPTS AND RENT RECORDS

DUTY TO GIVE RECEIPT FOR RENT

Section 58(1) 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.

Each receipt should state:

- (a) the date the rent was received; and
- (b) the name of the person paying the rent; and
- (c) the amount paid; and
- (d) the period of the tenancy to which the payment relates; and
- (e) the address of premises to which the payment relates.

EXAMPLE:

	Date of receipt 06/12/03
Received from	Joe Citizen
the sum of	Three Hundred & Forty Dollars
rented premises	21 High Street, Smithville
for rental for the period	06/12/03 - 19/12/03
	signed Bill Smith

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 above, a receipt need not be given.

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 proper record is kept of rent received under the agreement."

The record should 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.

Please see over for examples of rent records

