

# SCHEDULE OF RENT PAYMENTS

Property address:

Tenant/s:

Balance b/f:

Date	Rent Due	Rent Paid	Balance	Total Arrears
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## NOTES TO SCHEDULE OF RENT ARREARS FORM

**Important - Read these notes carefully before completing the form (but they are not intended to be given to tenants).**

When bringing any rent related claim against tenants, for example proceedings for possession against a tenant on the basis of arrears of rent, the court will require a schedule of rent arrears in this form to be produced at the court hearing.

This form is specially designed to calculate the rent arrears for you when you insert the rent and payments figures.

**Note** - you will only be able to alter the form by completing the various 'form fields'. Note that there is only a limited amount of space for each 'form field' so the information will have to fit into this space. For example if you have six tenants, you will not be able to type their names one below the other, you will have to type them in a line, separated by commas.

You should complete the form as follows:

1. In the top box type the address of the property.
2. In the next box, type the names of all the tenants named in the tenancy agreement.
3. If this is a continuation sheet or if there are already arrears, click into the box named Balance c/f, where you see £0.00. Delete the 0.00 and type the ongoing rent arrears figure. There is no need to type £ as the form will do this automatically when you click elsewhere.
4. Then type the first date in the first line of the main schedule under 'date'. This form field will need you to put the date in the correct way, such as 2-Jan-2002. You must put in all four digits of the year. You will see how the date changes to the pre-set format when you click out of the field.
5. In the next box, under 'rent due' click in, delete the 0.00 and type the rent figure. Again, there is no need to type £.

So if rent of £300 is payable on the 1<sup>st</sup> day of the month and this schedule runs from the start of 2001, the first box should say 1-Jan-2002 and the second box, £300.

If no rent was paid to you on that day, leave the rest of the fields blank. You will see that £300 will automatically appear in the balance and total arrears boxes when you click out of the rent due box.

**6.** If rent was paid on the first date in the schedule, then click into and type the sum paid in the top box in the column headed 'Rent Paid'.

You will see that the balance and total arrears figures will again alter to take into account the payment.

**7.** If another payment was made before the next rent fell due, type the date of the payment in the date box on the next line. Leave the 'Rent Due' column blank and type the payment in the 'Rent Paid' column.

You will see that the rent paid will appear as a negative value in the 'Balance' column and the 'Total arrears' box will show the new rent arrears.

**8.** Continue in this way until the end of the statement. You can then print out as many copies of the statement as you need. To continue on another sheet, click the box at the top marked 'click here to clear your data' to clear the form, and start again.

**Note** - Unfortunately, if the columns are not all used up, the final rent arrears figure will repeat itself in the lines below. Regrettably the writer does not have sufficient skill in creating pdf documents to prevent this happening! Apologies for this. NB If any readers are able to provide the necessary code to stop this, it would be very much appreciated.