

EXAMPLE

Landlord
Alex Brown
540 Elm Street
Norfolk VA 23502
(757) 123-456

Renters: John Smith and Jane Smith

Payment Ledger for 123 Elm Street, Norfolk, VA 23502

Date	Description	Credit	Debit	Balance
9/1/2022	Rent Due		1,125.00	(1,125.00)
9/3/2022	Payment	1,125.00		-
10/1/2022	Rent Due		1,125.00	(1,125.00)
10/2/2022	Payment	1,125.00		-
11/1/2022	Rent Due		1,125.00	(1,125.00)
11/5/2022	Late Fee - Initial		75.00	(1,200.00)
11/6/2022	Payment	1,200.00		-
12/1/2022	Rent Due		1,125.00	1,125.00
12/2/2022	Payment	1,125.00		-
1/1/2022	Rent Due		1,125.00	1,125.00
1/5/2022	Late Fee - Initial		75.00	1,200.00
1/15/2022	Late Fees - Daily		250.00	1,450.00
1/20/2022	Payment	500.00		950.00
1/25/2022	Payment	250.00		700.00
2/1/2022	Rent Due		1,125.00	1,825.00
2/1/2022	Payment	1,125.00		700.00
2/5/2022	Late Fee - Initial		75.00	775.00
2/15/2022	Late Fees - Daily		250.00	1,025.00
3/5/2023	Rent Due		1,125.00	
3/5/2023	Late Fee - Initial		75.00	
		6,450.00	8,675.00	2,500.00