

Payment Statement Form Sample for Rent Collection (Excel Format)

This **payment statement form sample** in Excel is designed to streamline rent collection by providing a clear and organized record of transactions. It allows landlords and property managers to easily track monthly payments, due dates, and overdue amounts. Utilizing this template improves financial accuracy and enhances communication between tenants and management.

Sample Table Structure

Tenant Name	Unit Number	Month	Due Date	Payment Date	Amount Due	Amount Paid	Balance	Status	Notes
Jane Doe	101	June 2024	2024-06-01	2024-06-03	\$1,200	\$1,200	\$0	Paid	-
John Smith	102	June 2024	2024-06-01	-	\$1,100	\$0	\$1,100	Overdue	First notice sent
Linda Lee	103	June 2024	2024-06-01	2024-06-01	\$950	\$950	\$0	Paid	Paid on time

How to Use This Template

- Download the template and open it in Microsoft Excel or Google Sheets.
- Enter tenant information, unit number, and payment details in each row.
- Update the **Status** and **Balance** columns automatically with simple Excel formulas for easier tracking.
- Share statements with tenants as needed for better communication and record-keeping.

Note: For a working Excel file, simply transfer the above table and column structure into your spreadsheet, and adjust formulas as necessary.