# Late Rent Ledger Template

A focused worksheet for documenting late, missed, or partial rent payments so landlords can see payment patterns and outstanding balances clearly.

**BEST USED FOR**

- Late rent follow-up
- Partial payment tracking
- Preparing records before escalation

| PROPERTY ADDRESS | UNIT | TENANT NAME | MONTHLY RENT | LATE FEE POLICY | GRACE PERIOD |
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| Due Date | Rent Due | Date Paid | Days Late | Late Fee | Partial Payment | Balance Due | Notice Sent? | Follow-Up Date | Notes |
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| **Total Balance Due** | | **Late Fees** | | **Partial Payments** | | | | | |

**Recordkeeping note:** This template is provided for organization and landlord recordkeeping only. It is not legal advice and does not replace state-specific eviction requirements, lease terms, notices, or attorney guidance.

**Seeing repeated missed payments?**
Use your completed ledger to organize the facts, then visit kickemoutquick.com to find eviction and collection resources for landlords.