Payment Plan Rent Ledger Template

A printable tracker for documenting scheduled catch-up payments, actual payments received, missed payments, and the remaining balance over time.

BEST USED FOR

- Tenant catch-up agreements
- Payment plan monitoring
- Missed installment tracking

PROPERTY ADDRESS	UNIT	TENANT NAME	ORIGINAL BALANCE	AGREEMENT DATE	TARGET PAYOFF DATE

Payment #	Scheduled Date	Scheduled Amount	Date Paid	Amount Paid	Remaining Balance	Method	Missed?	Follow-Up Date	Notes
Total Scheduled		**Total Paid**		**Remaining Balance**					

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.