

Monthly Rental Payment Statement

For the Month of: **June 2024**

Landlord Name : John Doe Realty

Property Address : 123 Main Street, Cityville

Statement Period : 01/06/2024 - 30/06/2024

Tenant Name : Jane Smith

Unit No. : 2B

Date Issued : 02/07/2024

Date	Description	Reference	Debit (Amount Due)	Credit (Amount Paid)	Balance
01/06/2024	Monthly Rent	INV-202406	1,200.00		1,200.00
05/06/2024	Payment Received (Bank Transfer)	TRX982134		1,200.00	0.00
12/06/2024	Late Fee	FEE1245	15.00		15.00
14/06/2024	Payment Received (Late Fee)	TRX983210		15.00	0.00
Total			1,215.00	1,215.00	0.00

Landlord / Authorized Person

Tenant

Important Notes:

- This statement serves as an official record of monthly rental transactions.
- Ensure all payment references and dates are correct for your records.
- Retain this document for future reference and potential audits.
- Contact your landlord or property manager if you identify any discrepancies.
- All payments must comply with the agreed rental contract terms.