Pennsylvania Rent Ledger

General template, not legal advice. Have a Pennsylvania attorney review before use. Last reviewed October 29, 2026.

Tenant name or names

Property address and unit

Lease start and end dates

Monthly rent

Rent due day

Security deposit held (record separately, not as a payment)

How to keep it: add one line for every charge (rent, late charge, utility, repair billed to the tenant) and every payment or credit. Charges raise the balance and payments lower it. A positive balance means the tenant owes money; a negative balance is a credit. Never record the security deposit as rent.

Date	Description	Charge	Payment or credit	Balance	Method or reference	Notes
	Opening balance					

Date	Description	Charge	Payment or credit	Balance	Method or reference	Notes

Year end summary

Total charges this year

Total payments this year

Balance at year end

Prepared by and date

General template, not legal advice. Have a Pennsylvania attorney review before use.