|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Charged** | **Month due or item** | **Amount** | **Tenant Payment** | **Amount Due** |
| EXAMPLE - 8/1/21 | August rent | $1000 | $100 | $900 |
| EXAMPLE - 8/6/21 | Late fee | $50 | $0 | $50 |
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| **Total due** |  |
| ***List tenant payments for the month/line item they are being applied to, not by date received.***  |