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UNDERSTANDING YOUR NEW TENANT LEDGER

Hi there,

Please find attached your tenant ledger, we are now using Console Gateway for our receipting of rents and invoices.

At the top you will see the following headings:

Date - The day you paid rent

Ref - Our accounting invoice number

Method - How you paid your rent

Type - What the payment was for rent or invoice will be in this section

Details - This is the paid from and paid to date (Credit amount) in brackets

Credit - How much rent you paid

Debit - If there was a reversal for incorrect entry

Balance - How much you have paid in rent

Closing balance - year to date payments made

Please note if you have a credit on your account you are paying extra each week/fort night.

All rents are calculated weekly to enable any credits to add the additional week where a full weeks rent has been paid.

If you have any further questions please do not hesitate to contact me.

Kind Regards

Karen Gallpen
Property/Housing Manager