



## Rental payments and records

Rent is defined as 'any money, goods or services or anything else of value which is paid or supplied under a tenancy agreement, either written or verbal, by the tenant'. Rent does not include the payment of a bond.

### How should a landlord receive rent?

Many landlords prefer to receive rent by automatic payment from their tenant because it easily provides both parties with proof of payment. However other methods of payment exist and some require the landlord to issue a receipt.

A written receipt must be given immediately for rent paid in cash. For other methods of payment, a receipt must be given within 72 hours in the absence of any other agreement for providing a receipt.

A receipt is not typically required by a tenant when the rent is paid:

- from a tenant's bank account by automatic payment or by non-negotiable personal cheque
- by the tenant into an account operated by the landlord only for the tenancy or other tenancies of the landlord
- into the landlord's bank account by automatic deduction from the tenant's pay or from any benefit the tenant receives.

### What information should be recorded on the receipts?

A receipt needs to record the:

- purpose of the payment
- address of the tenancy (or other way to identify the premises)
- amount of money received
- period of time the rent covers
- day it was paid
- name of the person who paid it.

A receipt should be signed by the person who receives the rent (eg, landlord, property manager).

### Does the landlord have to give the tenant a statement of the rent?

Yes, if the tenant requests it in writing, the landlord must give a written statement showing the period to which any payment of rent relates. Landlords must keep up-to-date records of all payments of rent and bond and make those records available to the tenant on written request.

The Department produces rent summary templates to help you keep track of rent payments. These templates are available in Word and Excel formats at [www.dbh.govt.nz](http://www.dbh.govt.nz)

