Prior List: $ 0.00

Date	Item	Due	Paid	Subtotal

Example

Note only one entry per row, and the running balance at right with (parentheses) to indicate that you owe this amount or without parentheses to show that you have overpaid that amount. Include any late fees assessed even though they are illegal. Start with the last month before the problem arose.

Date	Item	Due	Paid	Subtotal
3/1/07	*March rent*	*1000*		*(1000)*
3/2/07	*March Rent paid*		*1000*	*0*
4/1/07	*April Rent*	*1000*		*(1000)*
4/6/07	*April Late fee*	*50*		*(1050)*
4/10/07	*April partial payment*		*700*	*(350)*
4/25/07	*April rent balance*		*300*	*(50)*
5/1/07	*May rent*	*1000*		*(1050)*
5/5/07	*May rent partial*		*500*	*(550)*
5/6/07	*May Late Fee*	*50*		*(600)*
6/1/07	*June rent*	*1000*		*(1600)*
6/3/07	*June and extra amount*		*2000*	*400*
7/1/07	*July Rent*	*1000*		*(600)*
7/3/07	*July balance paid*		*600*	*0*