



Maricopa County Justice Courts

INFORMATION REGARDING THE ACCOUNTING LEDGER IN EVICTION ACTION CASES

As stated in the Rules of Procedure for Eviction Actions, Rule 5d(4)

"If the action is based on non-payment of rent, a copy of the accounting of charges and payments for the preceding six months must be served with the complaint."

To assist you with this requirement, below is an example of an accounting ledger.

Page two of this document is a blank accounting ledger for your use.

SAMPLE RENT LEDGER				
Date	Description	Charge	Payment	Balance Owed
12/15/2024	New Renter Credit Check	\$50.00		\$50.00
12/15/2024	Payment - check 102		\$50.00	\$0.00
1/1/2025	Damage Deposit Due	\$500.00		\$500.00
1/1/2025	Rent	\$1,440.00		\$1,940.00
1/1/2025	Parking Spot #121	\$10.00		\$1,950.00
1/1/2025	Payment - check 106		\$1,950.00	\$0.00
2/1/2025	Rent	\$1,440.00		\$1,440.00
2/1/2025	Parking Spot #121	\$10.00		\$1,450.00
2/7/2025	Late Fees	\$50.00		\$1,500.00
2/7/2025	Payment - check 108		\$1,500.00	\$0.00
2/8/2025	Returned check	\$25.00		\$25.00
2/8/2025	Balance reapplied	\$1,500.00		\$1,525.00
2/15/2025	Late Fees	\$50.00		\$1,575.00
2/15/2025	Payment - money order		\$1,575.00	\$0.00
3/1/2025	Rent	\$1,440.00		\$1,440.00
3/1/2025	Parking Spot #121	\$10.00		\$1,450.00
3/7/2025	Late Fees	\$50.00		\$1,500.00
3/7/2025	Payment - check 112		\$1,500.00	\$0.00
3/8/2025	Returned check	\$25.00		\$25.00
3/8/2025	Balance reapplied	\$1,500.00		\$1,525.00
3/12/2025	Late Fees	\$50.00		\$1,575.00
3/12/2025	Payment - money order		\$1,575.00	\$0.00
4/1/2025	Rent	\$1,440.00		\$1,440.00
4/1/2025	Parking Spot #121	\$10.00		\$1,450.00
4/15/2025	Late Fees	\$100.00		\$1,550.00
4/15/2025	Payment - check 115		\$1,550.00	\$0.00
4/16/2026	Returned check	\$25.00		\$25.00
4/16/2025	Balance reapplied	\$1,550.00		\$1,575.00
4/16/2025	Legal fees - notice to pay	\$25.00		\$1,600.00
4/23/2025	Late fees	\$100.00		\$1,800.00
4/23/2025	Legal fees - eviction filing	\$200.00		\$1,800.00

MONTHLY LEDGER

Property Name / Address / Email / Phone

Tenant(s) Name / Address / Email / Phone

Lease Start Date: _____ Lease End Date: _____ ☐ Month to Month

[illegible]