

Online Rent Collection Setup Worksheet

Fillable Prep Worksheet — ClearLegalTips.com (2026)

INSTRUCTIONS FOR USE

Gather this information before you start the online process so you can finish in one sitting. Fill the blanks; tick boxes as you complete each item.

Property & Rent

Property address: _____

Monthly rent: _____

Due date: _____

Late fee policy: _____

Tenant

Tenant name & contact: _____

Lease start: _____

Lease end: _____

Platform

Chosen rent-collection service: _____

Service fee: _____

Payout bank account: _____

Notes

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