

Rent Payment Receipt

Receipt Number: _____
Date of Payment: ____ / ____ / ____

Received From (Tenant): _____
Property Address: _____

Amount Received (in figures): _____
Amount Received (in words): _____

Payment Method: Cash Cheque Bank Transfer Other: _____
Period Covered: From ____ / ____ / ____ To ____ / ____ / ____

Landlord/Manager Name: _____
Signature: _____
Date: ____ / ____ / ____

Important Notes:

- This receipt serves as a proof of rent payment between the tenant and landlord.
- Ensure all details, especially dates and amounts, are accurate before issuing.
- A separate receipt should be issued for each rent payment received.
- Keep a copy of this receipt for both tenant and landlord records.
- This document does not substitute a formal lease agreement.