

Rent Receipt

Receipt No.: _____

Date of Issue: _____

Landlord Name: _____

Landlord Address: _____

Tenant Company Name: _____

Registered Office Address: _____

Lease/Rent Period: From ___/___/___ To ___/___/___

Premises Address: _____

Month	Rent Amount (₹)	Payment Mode	Date of Payment
_____	_____	_____	_____

Payment Details: _____
(e.g., Cheque/NEFT/RTGS/IMPS No., Date, Bank Name)

Total Amount Received: ₹ _____ (In words: _____)

Landlord's Signature
Date: ___/___/___

- This rent receipt is valid only when duly signed by the landlord or authorized representative.
- Company tenants should retain original copies for accounting and audit purposes.
- Ensure that all payment details and periods are filled accurately for tax and legal compliance.
- GST or TDS, if applicable, must be specifically mentioned and documented.
- Attach supporting documents (rental agreement, bank proof) as necessary for verification.