

# Rent Receipt for Multiple Tenants

Receipt No.: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Property Address: \_\_\_\_\_

## Tenant Details

S. No.	Name of Tenant	Email / Contact No.	ID Proof No.
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

Rent Period: From \_\_\_\_\_ to \_\_\_\_\_

Monthly Rent Amount: Rs. \_\_\_\_\_

Total Rent Received: Rs. \_\_\_\_\_

Mode of Payment: \_\_\_\_\_

Rent Purpose: Residential / Commercial / Other (Specify): \_\_\_\_\_

## Received From

The above-mentioned amount has been received from the mentioned tenants towards the rent for the property for the specified period.

Place: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Landlord's Signature

\_\_\_\_\_  
Tenant(s) Signature(s)

## Important Notes:

- One receipt may be used for multiple tenants only if they jointly occupy the same property and pay rent together.
- All tenants should sign the receipt where possible to acknowledge payment.
- Complete all blank fields for validity and clarity.
- Keep a copy of this receipt for future reference or for income tax/HRA purposes.
- ID proof numbers of all tenants and the landlord are recommended for recordkeeping.