Rent Receipt Template

Receipt Date : \_\_\_\_ /\_\_\_\_ /20\_\_\_\_

|  |  |
| --- | --- |
| Property Address | [Full Address of rented property] |
| Tenant Name | [Insert name of tenant here] |
| Rental Period | [From --/--/20-- to --/--/20--] |
| Date payment received | [--/--/20--] |
| Form of payment | Cash, bank transfer or cheque |
| Paid To |  |
| Amount Owed | [$--,---] |
| Amount Paid | [$--,--] |
| Remaining balance | [$--,--] |

This receipt serves as evidence that the full rental amount has been provided for the period \_\_\_\_ /\_\_\_\_ /20\_\_\_\_ to \_\_\_\_ /\_\_\_\_ /20\_\_\_\_

Payment received by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For clarity and further enquiries, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_