

**For claiming HRA exemption Where Rent paid is Less than Rs 3000/- Per Month**

**TO WHOMSOEVER IT MAY CONCERN**

**NAME OF EMPLOYEE :**

**EMPLOYEE NUMBER :**

**DESIGNATION :**

**ENTITY NAME :**

I, hereby declare that I pay a monthly amount of Rs .....(in words).....  
towards rent for my residential accommodation for the period April 1, 2013 till March 31, 2014.

I, hereby request to grant the HRA exemption u/s 10 of the Income Tax Act for the months of Financial  
Year April 1, 2013 till March 31, 2014 based on this declaration.

Name of owner Mr/Ms.....

Employee Residential Address:-.....  
.....  
.....

I also undertake to indemnify the company for any loss / liability that may arise in the event of the above  
information being incorrect.

Place:

Date:

**Signature of the Employee**

**Note :**

**Where the staff is unable to get a rent receipt from the Owner of the premises and if the rent paid by the employee is less than Rs 3000/- per Month, this declaration form may be used to claim HRA Exemption.**