

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.....(inwords).....

Towards rent for my residential accommodation for the period April 1..... till March 31.....

I, hereby request to grant the HRA exemption u/s 10 of the Income Tax Act for the months of
Financial Year April 1,..... till March 31,..... 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**