

The rent receipt should have the following details

- 1) Name of the land lord
- 2) Address of Landlord
- 3) Pan of the landlord, **if rent amount is 8300 or more per month**
- 4) Address of House for which rent is paid
- 5) Name of the employee who pays the rent.
- 6) Rent Paid per month and Total amount of the period for which the rent is paid
- 7) Landlord signature on revenue stamp is must for each receipt.

Format for Rent receipt

<u>Rent Receipt</u>	
Received a sum of Rs. _____ /- (Rupees _____	
_____ only) vide Cash/cheque no. _____ drawn	
on _____ bank dated _____ from Mr./ Ms. _____	
_____ residing at _____	
_____ towards rent for the month of _____ 20__.	
Name of the Landlord : PAN of the landlord : Address of the Landlord:	Signature of the landlord <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"><small>Affix Re.1 revenue stamp</small></div> (To be signed on the revenue stamp)
Place : Date :	

Sample of valid receipts

Owner's Name Sunil Kumar Gupta Receipt No. 0052
 PAN No. AIGTB8002P Dated 01/02/2016
 Received with thanks from Vinod Kumar Gupta (Tenant)
 Address Sh-1142, Chhokra, Sector 119, Noida
 The sum of Rupees Seventeen thousand Rupees only
 Monthly Rent Rs. 15000 from 1-Feb to 29-Feb
 Last Balance Rs. _____ House Tax Rs. _____
 Water Charges Rs. _____ Electricity Charges Rs. _____
 Total Rs. _____ Balance Rs. _____ Advance Rs. _____
 (15000)
 Note: Please do not pay any amount without Receipt

RENT RECEIPT
 Owner's Name Amit Agarwal
 Receipt No. 313, Windsor Green, Sec-17, Noida Dated 01/Jun/16
 Received with thanks from Sayan Sena (Tenant)
 Address B-141, Ass. of the Nest, Gurgaon Road, Gurgaon
 The sum of Rupees Eight thousand two hundred only
 Monthly Rent Rs. 8200 from 15-Jun to 15-Jun
 Last Balance Rs. _____ House Tax Rs. _____
 Water Charges Rs. _____ Electricity Charges Rs. _____
 Total Rs. 8200 Balance Rs. _____ Advance Rs. _____
 Note: Please do not pay any amount without Receipt
 Rs. 8200
 Signature of Property Owner

Invalid receipt

RENT RECEIPT
 Property of Mr. ABCD
 Receipt No. _____ Dated _____
 Received with thanks from Mr. xyz
 S/o _____ (Tenant)
 The sum of Rs. Seven thousand Six hundred Rupees only
 L. Balance Rs. _____
 Monthly Rent Rs. 7600/- From 01/02/16 To 29/02/16
 House No. 203, Sector 3, at _____
 House Tax _____ Electric & Meter Rent _____
 Water Tax _____ Total _____ Balance _____
 Rs. 7600/-
 Signature of Property Owner
 revenue stamp not original

Address incomplete