

Rent Receipt Template	
1. Employee details	
Employee ID	2969
Full Name	Sarthak Pandit
2. Address of the rented house	
Plot no. 97, Alind Employes Colony, Road no. 8, Serilingampally, Hyderabad, Telangana, 500019	
CITY: Hyderabad	
STATE: Telangana	PIN CODE: 500019
3. Rent details	
Received with thanks from (employee name) Mr./Ms. Sarthak Pandit	
sum of Rs.	17500
(Rupees.....Seventeen thousand five hundred.....only)	
towards the rent of the above mentioned residential premises for the month of <MM / YYYY> 03/2025	
Mode of Payment (Cash/Cheque/Online):.....Cash..... Payment Dated:.....30/01/2025.....	
4. Landlord Details	
Permanent account number (PAN)	HAYPS1655G
Full Name	Venkatesh Sivarathri
Landlord Signature and Date	
<p><b>Note:</b> The HRA tax benefit is applicable only for the amount paid towards rent. Payment towards other expenses like maintenance, water, electricity, food, security deposits, late payment charges etc. are excluded. If other expenses are being paid along with the rent, the rent receipt should contain a break-up of all the components paid.</p>	