

Rent Receipt Template	
1. Employee details	
Employee ID	
Full Name	
2. Address of the rented house	
CITY: .....	
STATE: ..... PIN CODE: .....	
3. Rent details	
Received with thanks from (employee name) Mr./Ms. ....	
sum of Rs.	
(Rupees.....only)	
towards the rent of the above mentioned residential premises for the month of <MM / YYYY>	
Mode of Payment (Cash/Cheque/Online):..... Payment Dated:.....	
4. Landlord Details	
Permanent account number (PAN)	
Full Name	
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>	

### Rent Receipt Template

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Employee ID

Full Name

2. Address of the rented house

CITY: .....

STATE: ..... PIN CODE: .....