

Rent Receipt Template



1. Employee details

Employee ID	CT-13339
Full Name	Girish Niveerthi Shinde

2. Address of the rented house

K-3/002, Empire Estate, Pune-Mumbai Road	
Chinchwad, Pune-19	
CITY: Chinchwad, Pune	
STATE: Maharashtra	PIN CODE: 411019

3. Rent details

Received with thanks from (employee name) Mr./Ms. Girish Niveerthi Shinde	
sum of Rs.	5000/-
(Rupees)	Five thousand Rupees Only
towards the rent of the above mentioned residential premises for the month of <MM / YYYY> 12/2022	
Mode of Payment (Cash/Cheque/Online):	Cash
Payment Dated:	01/12/2022

4. Landlord Details

Permanent account number (PAN)	
Full Name	
Landlord Signature and Date	

Note: 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.