

# Form 2: Rent Receipt

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Keep a good record of your rent payments. If your landlord ever says you did not pay rent, you will have proof that you did.

- Never give your landlord cash for rent, unless you get a receipt.
- Pay your rent with a check or money order, if you can.
- Write the name of all tenants and month and year you are paying rent for on the front of the check or money order.
- Save all rent receipts, cancelled checks, and copies of money orders and stubs in a special folder or envelope. Keep them in a safe place.

If your landlord does not give you rent receipts that have all the information you need, cut out and use this receipt. For each rent payment, fill out the receipt and ask your landlord to sign it.

## Landlord Refuses to Sign Receipt

If your landlord refuses to sign the rent receipt, take a photo or make a copy of the completed check or money order for your records. Then ask someone to witness you giving the rent to the landlord. Ask the witness to sign the receipt.



Date: 27<sup>th</sup> October 2019

Tenant(s): Albert Brown

Address: 127 Kuhl Avenue, Atlanta, Georgia, 30329

Amount Paid: \$600

Rent for Month and Year: October, 2019

Money Received By: Smith Swift

Landlord/Landlord's Agent's Signature: Smith Swift

(Optional) Witness Name: Katharine R Berthold