EMP NAME ………………

EMP ID ………………

Date:

### RENT RECEIPT

RECEIVED A SUM OF RS. -------------- (IN WORDS) -------------------------

TOWARDS THE RENT FOR THE MONTH OF \_\_\_\_\_\_\_\_\_\_\_\_\_ (Eg. April 2020) FROM

MR/MS. (EMPLOYEE NAME) WHO IS RESIDING AT (HOUSE ADDRESS) \*

**NAME AND ADDRESS OF THE OWNER \***

**SIGNATURE OF THE OWNER**

**Name of Owner**

**PAN Copy of landlord (Mandatory if rent amount is Rs 100,000 per annum)**

**\*Mandatory**