

Employee Number _____

RENT RECEIPT

(All details are mandatory)

Received from Mr./Ms. _____ (Employee Name)

a rent of ₹ _____ /- (Per Month) _____

_____ (Amount in Words) for the month of _____ (Month and Year)

for House _____

_____ (Address of the Property where the Employee is Residing)

He/She is residing in this House since _____ (Month and Year)

DETAILS OF LANDLORD/LADY (OWNER)

Name of the Landlord/Lady	
Address	
PAN of the Owner # (In case Land owner does not have a PAN, please submit a declaration)	
Contact Details	
Date :	
Place :	(Owner's Signature)

Owner's Permanent Account Number (PAN) is mandatory if the rent is more than ₹ 1,00,000 per annum (₹ 8,333 per month)

Declaration by the employee:

I, _____ do hereby declare that what is stated above is true to the best of my knowledge and belief.

I also agree to inform Infosys if there is any change in the rent paid, location, period of residence or any other information which are relevant in computing my House Rent Exemption.

Employee's signature:

Date:

Place: