

## Rent Receipt Template

## 1. Employee details

Employee ID

E5614610

Full Name

JARUGOPATI REDDI MAUNIKA

## 2. Address of the rented house

Flat No: 202, Sunrise Apartment, 8<sup>th</sup> cross,

Ananthnagar phase II

CITY: Bangalore

STATE: Karnataka

PIN CODE: 56100

## 3. Rent details

Received with thanks from (employee name) Mr./Ms. Maunika

sum of Rs. 8333/-

(Rupees: eight thousand three hundred thirty three only)

towards the rent of the above mentioned residential premises for the month From 04/01/2020 to 04/01/2021

Mode of Payment (Cash/Cheque/Online): Cash Payment Dated: 05/01/2020

## 4. Landlord Details

Permanent account  
number (PAN)

Full Name

Satya Narayana

Landlord Signature  
and Date

Satya Narayana 30/12/2020

**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.