

# Rent Receipt Template

## 1. Employee details

Employee ID 68503

Full Name SUBRAMANIAN MUTHAIAN.

## 2. Address of the rented house

46, Ramakrishnan St, C "Adhagan House",

T. Nagar

CITY: Chennai - 17

STATE Tamil Nadu

PIN CODE 600017

## 3. Rent details

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

sum of Rs. seven lacs eighty thousands only/-

(Rupees 7,80,000 only)

towards the rent of the above mentioned residential premises for the month of <MM / YYYY> 04-23 to 04-24

Mode of Payment (Cash/Cheque/Online): Payment Dated:

## 4. Landlord Details

Permanent account number (PAN) ASTPB 83 12 K.

Full Name M. Bagavathi

Landlord Signature and Date M. Bagavathi



**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.