

# Rent Receipt Template

## 1. Employee details

Employee ID

68503

Full Name

SUBRAMANIAN MUTHAIAN.

## 2. Address of the rented house

46, Ramarajan st, C "Akhagan House",

T. Nagar

CITY: Chennai - 17

STATE: Tamil Nadu

PIN CODE: 600017

## 3. Rent details

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

sum of Rs.

(Rupees only)

towards the rent of the above mentioned residential premises for the month of <MM / YYYY>

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

## 4. Landlord Details

Permanent account number (PAN)

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.