

## Rent Receipt Template

## 1. Employee details

Employee ID

SK 22084

Full Name

Sajith Surendran

## 2. Address of the rented house

289A St: Joseph Nagar

Puttekkara

CITY: Thrissur

STATE: Kerala

PIN CODE: 680541

## 3. Rent details

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

sum of Rs. 29000/-

(Rupees) Twenty Nine Thousand only)

towards the rent of the above mentioned residential premises for the month of &lt;MM/YYY&gt; 03/2023

Mode of Payment (Cash/Cheque/Online): Payment Dated: 01/03/2023

## 4. Landlord Details

Permanent account  
number (PAN)

AGTP13732N

Full Name

INDIRA.E.V

Landlord Signature  
and Date

**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.