

# Rent Receipt Template

## 1. Employee details

Employee ID

SK 22084

Full Name

Sajith Surendran

## 2. Address of the rented house

289 A St: Joseph Nagao

Puttekkara

CITY: Thrissur

STATE: Kerala PIN CODE: 680 541

## 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 <MM / YYYY> 04/2022

Mode of Payment (Cash/Cheque/Online): Cash Payment Dated: 17/04/2022

## 4. Landlord Details

Permanent account number (PAN)

AGTP13732N

Full Name

INDIRA . E . V

Landlord Signature and Date



17/04/2022

**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.