

Rent Receipt Template

1. Employee details

Employee ID E5285888

Full Name Satyanarayan Sahu

2. Address of the rented house

Kagadapur, 6th cross, #11 5-1 2nd floor.

CITY: Bangalore.....

STATE: ...Karnatak..... PIN CODE: 560093.....

3. Rent details

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

sum of Rs. 52,500/-

(Rupees fifty two thousand five hundred.....only)

towards the rent of the above-mentioned residential premises for the month From April To June-20

Mode of Payment (Cash/Cheque/Online) cash - Payment Dated 9-6-20

4. Landlord Details

Permanent account number (PAN) BIHPT4750L

Full Name T Prem Kumar

Landlord Signature and Date Prem Kumar 3-1-21

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.