

Rent Receipt Template

1. Employee details

Employee ID 10114289

Full Name Kandula Venkata Subbaiah

2. Address of the rented house

B7B, GST on GST apartments, GST Road, Vandalur

CITY: CHENNAI

STATE: TAMIL NADU PIN CODE: 600048.....

3. Rent details

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

sum of Rs. 18000 /-

(Rupees.....Eighteen Thousand.....only)

towards the rent of the above mentioned residential premises for the month of 04/2021

Mode of Payment (Cash/Cheque/Online):.....Online/IMPS..... Payment Dated:.....01/04/2021.....

4. Landlord Details

Permanent account number (PAN)

Full Name K Swathi

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.

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(Rupees.....Eighteen Thousand.....only)

towards the rent of the above mentioned residential premises for the month of 05/2021

Mode of Payment (Cash/Cheque/Online):.....Online/IMPS..... Payment Dated:.....01/05/2021.....

4. Landlord Details

Permanent account number (PAN)

Full Name K Swathi

Landlord Signature and Date

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sum of Rs. 18000 /-

(Rupees.....Eighteen Thousand.....only)

towards the rent of the above mentioned residential premises for the month of 06/2021

Mode of Payment (Cash/Cheque/Online):.....Online/IMPS..... Payment Dated:.....01/06/2021.....

4. Landlord Details

Permanent account number (PAN)

Full Name K Swathi

Landlord Signature and Date

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(Rupees.....Eighteen Thousand.....only)

towards the rent of the above mentioned residential premises for the month of 07/2021

Mode of Payment (Cash/Cheque/Online):.....Online/IMPS..... Payment Dated:.....01/07/2021.....

4. Landlord Details

Permanent account number (PAN)

Full Name K Swathi

Landlord Signature and Date

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sum of Rs. 18000 /-

(Rupees.....Eighteen Thousand.....only)

towards the rent of the above mentioned residential premises for the month of 08/2021

Mode of Payment (Cash/Cheque/Online):.....Online/IMPS..... Payment Dated:.....01/08/2021.....

4. Landlord Details

Permanent account number (PAN)

Full Name K Swathi

Landlord Signature and Date

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sum of Rs. 18000 /-

(Rupees.....Eighteen Thousand.....only)

towards the rent of the above mentioned residential premises for the month of 09/2021

Mode of Payment (Cash/Cheque/Online):.....Online/IMPS..... Payment Dated:.....01/09/2021.....

4. Landlord Details

Permanent account number (PAN)

Full Name K Swathi

Landlord Signature and Date

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towards the rent of the above mentioned residential premises for the month of 10/2021

Mode of Payment (Cash/Cheque/Online):.....Online/IMPS..... Payment Dated:.....01/10/2021.....

4. Landlord Details

Permanent account number (PAN)

Full Name K Swathi

Landlord Signature and Date

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(Rupees.....Eighteen Thousand.....only)

towards the rent of the above mentioned residential premises for the month of 11/2021

Mode of Payment (Cash/Cheque/Online):.....Online/IMPS..... Payment Dated:.....01/11/2021.....

4. Landlord Details

Permanent account number (PAN)

Full Name K Swathi

Landlord Signature and Date

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sum of Rs. 18000 /-

(Rupees.....Eighteen Thousand.....only)

towards the rent of the above mentioned residential premises for the month of 12/2021

Mode of Payment (Cash/Cheque/Online):.....Online/IMPS..... Payment Dated:.....01/12/2021.....

4. Landlord Details

Permanent account number (PAN)

Full Name K Swathi

Landlord Signature and Date

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Mode of Payment (Cash/Cheque/Online):.....Online/IMPS..... Payment Dated:.....01/01/2022.....

4. Landlord Details

Permanent account number (PAN)

Full Name K Swathi

Landlord Signature and Date

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sum of Rs. 18000 /-

(Rupees.....Eighteen Thousand.....only)

towards the rent of the above mentioned residential premises for the month of 02/2022

Mode of Payment (Cash/Cheque/Online):.....Online/IMPS..... Payment Dated:.....01/02/2022.....

4. Landlord Details

Permanent account number (PAN)

Full Name K Swathi

Landlord Signature and Date

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towards the rent of the above mentioned residential premises for the month of 03/2022

Mode of Payment (Cash/Cheque/Online):.....Online/IMPS..... Payment Dated:.....01/03/2022.....

4. Landlord Details

Permanent account number (PAN)

Full Name K Swathi

Landlord Signature and Date

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