

Rent Receipt Template

1. Employee details

Employee ID **QT/91102587**

Full Name **Manigandan Sivasubramaniyan**

2. Address of the rented house

No:26, Baithi Home, First Floor, Shanthi Nagar, Rajaji St

Chrompet, Chennai-600044, CITY: CHENNAI

STATE: TAMILNADU

PIN CODE: 600044

3. Rent details

Received with thanks from (employee name) Mr. **MANIGANDAN SIVASUBRAMANIYAN**

Sum of Rs. 4,20,000 per Year

(Rupees Four Lakhs Twenty Thousand only)

Towards the rent of the above-mentioned residential premises for the year Apr '2024 to Mar'2025

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

Payment Dated: 5th of the Month

4. Landlord Details

Permanent account
number (PAN): **CJIPA9618K**

Full Name: **ABDUL WAJEED**

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.