Rent Receipt

Prepared with Signathing. Roles: Landlord or agent.

One receipt for each payment. Some states and cities require a landlord to give a written receipt, always, on request, or when rent is paid in cash. Check the rule where the property is.

1. Payment received

Receipt number: _____

Date the payment was received: _____

Received from (tenant or other payer): _____

Rental address, with unit number: _____

Amount received ($): _____

Payment method: _____
Choices: Cash / Personal check / Cashier's check or money order / Bank transfer or payment app / Card / Other, noted below

Check, money order or transaction number, if any: _____

2. What the payment covers

Rental period covered (from and to dates): _____

This payment is: _____
Choices: Rent in full for the period / A partial payment toward the period / More than the rent due, applied as noted below

Late fee included ($, or 0): _____

Other charges included and what they are for (or none): _____

Balance still owed for the period after this payment ($, or 0): _____

This receipt records money received on the date above. A payment by check or transfer is complete when the funds clear. A partial payment leaves the balance shown above still owed; what it means for a late fee, or for a notice already given, depends on the lease and the law where the property is.

3. Received by

Landlord or property owner (name): _____

Received by, if an agent or manager (name and title): _____

Notes (optional): _____

The person signing below received this payment for the Landlord. The Tenant gets a copy.

Signatures

Landlord or agent

Signature	Date	Printed name
_____	_____	_____

A general form from Signathing (AllContraX LLC), provided as a convenience. Use it at your own risk. It is not legal advice, no attorney has reviewed it, and it is not a claim that it complies with any law. Rules change and vary by state and city. Check the rules that apply to you, and ask your own attorney, before you rely on it.