Rent receipt

Landlord

Full name or company name

Landlord's address

Tenant

Full name

Tenant's address

Property let

Full address of the property

Period concerned

From (date)

To (date)

Lease or unit reference

Amounts paid

Rent

Service charges

Total paid

Currency

Date of payment

Payment method

☐ Rent and service charges for the period paid in full ☐ Part payment

Balance still due in case of part payment

The landlord acknowledges receipt from the tenant of the sum shown above, as rent and service charges for the period stated, for the property described.

Place

Date

Signature

Name in full