Rent Receipt

Two receipts per page: one for the tenant, one for your records

TENANT COPY

RECEIPT NUMBER | DATE RECEIVED | RENT PERIOD FROM | TO

RECEIVED FROM (TENANT) | RENTAL ADDRESS AND UNIT

AMOUNT RECEIVED ($) | AMOUNT IN WORDS

Paid by: ☐ Cash ☐ Check ☐ Money order ☐ Zelle or ACH ☐ Other

RENT ($) | LATE FEE ($) | OTHER ($) | TOTAL PAID ($)

BALANCE STILL OWED ($) | RECEIVED BY (LANDLORD OR AGENT)

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LANDLORD COPY

RECEIPT NUMBER | DATE RECEIVED | RENT PERIOD FROM | TO

RECEIVED FROM (TENANT) | RENTAL ADDRESS AND UNIT

AMOUNT RECEIVED ($) | AMOUNT IN WORDS

Paid by: ☐ Cash ☐ Check ☐ Money order ☐ Zelle or ACH ☐ Other

RENT ($) | LATE FEE ($) | OTHER ($) | TOTAL PAID ($)

BALANCE STILL OWED ($) | RECEIVED BY (LANDLORD OR AGENT)

Instructions for the landlord

Keep this page. Do not send it to the tenant.

HOW TO FILL IT IN

- Give every receipt its own number so you can match it to your rent ledger.
- Write the amount in numbers and in words, so it cannot be changed later.
- Show what the payment covers: rent, late fee and anything else, plus any balance still owed.
- Tick how the tenant paid. For checks, write the check number in Other or in the receipt number line.
- Sign it, give the tenant the top copy and keep the bottom copy (or a photo) for at least 3 years.

YOUR STATE

Some states, like New York and Texas, require receipts for certain payments, such as cash. Check your state and local rules.

FREE GUIDE

simplerentledger.com/rent-receipt-template/