

Rent Payment Receipt

Please complete the form below with your information.

1. Receipt Details

Record the receipt and payment date.

Receipt Number *

Payment Date *

2. Tenant Information

Identify the tenant who made the payment.

Tenant Name *

Tenant Phone

Tenant Email

3. Property Information

Identify the rental property and unit.

Property Address *

Unit / Apartment

4. Payment Details

Record how much was paid and how the payment was made.

Payment Method *

Transaction / Check Reference

Rent Period *

Amount Paid *

Late Fee Paid

Other Charges Paid

Total Amount Received *

Remaining Balance

5. Notes & Acknowledgment

Add notes and identify the person receiving the payment.

Payment Notes

Received By *

Recipient / Property Manager Title

☐ I confirm that the payment details above are accurate. *