Rent Receipt

General-purpose form, not legal advice. Landlord and tenant law varies by state and city — check your state's requirements before relying on this form.

Fill in one receipt for each payment, on the day it is received. Give the resident their copy and keep the matching copy with the same receipt number. Number receipts in order and never reuse a number. Some states require a written receipt for cash, and some say what it must show, so check your state. If a check is later returned unpaid, write VOID across both copies and record it in the log.

RENT RECEIPT — RESIDENT'S COPY

RECEIPT NUMBER _____ **DATE RECEIVED (MM/DD/YYYY)** _____

RECEIVED FROM (RESIDENT NAME) _____

PROPERTY ADDRESS _____

UNIT OR ROOM _____ **LEASE OR ACCOUNT REFERENCE** _____

AMOUNT RECEIVED ($) _____ **AMOUNT IN WORDS** _____

This payment is for (tick each that applies and write the amount beside it on the lines below):

- ☐ Rent
- ☐ Security Deposit
- ☐ Late fee
- ☐ Utilities
- ☐ Other fee or charge
- ☐ Partial payment

RENT PERIOD FROM (MM/DD/YYYY) _____ **RENT PERIOD TO (MM/DD/YYYY)** _____

Paid by:

- ☐ Cash
- ☐ Check (number below)
- ☐ Money order
- ☐ Bank transfer
- ☐ Card
- ☐ Other

CHECK OR MONEY ORDER NUMBER _____ **OTHER METHOD OR REFERENCE** _____

BALANCE BEFORE THIS PAYMENT _____ **THIS PAYMENT** _____ **BALANCE STILL OWED** _____

RECEIVED BY SIGNATURE _____ **PRINTED NAME** _____ **DATE (MM/DD/YYYY)** _____

RENT RECEIPT — LANDLORD'S COPY

RECEIPT NUMBER

DATE RECEIVED (MM/DD/YYYY)

RECEIVED FROM (RESIDENT NAME)

PROPERTY ADDRESS

UNIT OR ROOM

LEASE OR ACCOUNT REFERENCE

AMOUNT RECEIVED ($)

AMOUNT IN WORDS

This payment is for (tick each that applies and write the amount beside it on the lines below):

- ☐ Rent
- ☐ Security Deposit
- ☐ Late fee
- ☐ Utilities
- ☐ Other fee or charge
- ☐ Partial payment

RENT PERIOD FROM (MM/DD/YYYY)

RENT PERIOD TO (MM/DD/YYYY)

Paid by:

- ☐ Cash
- ☐ Check (number below)
- ☐ Money order
- ☐ Bank transfer
- ☐ Card
- ☐ Other

CHECK OR MONEY ORDER NUMBER

OTHER METHOD OR REFERENCE

BALANCE BEFORE THIS PAYMENT

THIS PAYMENT

BALANCE STILL OWED

RECEIVED BY SIGNATURE

PRINTED NAME

DATE (MM/DD/YYYY)

RECEIPT LOG

One line for every receipt written, in number order, so a missing or duplicate number stands out.

RECEIPT NUMBER	DATE	RESIDENT	UNIT OR ROOM	FOR	METHOD	AMOUNT

Keep a Security Deposit on its own line, apart from rent. In many states it is the resident's money held by you, it may need to be kept in a separate account, and it is accounted for when they move out.