

House Rent Allowance Request Form

Employee Details

- Name: _____
- Employee Number: _____
- Designation: _____
- Contact Email: _____

Rent Information

- Monthly Rent Amount: \$ _____
- Rent Due Date (MM/DD/YYYY): _____
- Preferred Payment Method: Cash Direct Bank Transfer Check
- Landlord Name: _____

Rent Breakdown Table

Description	Amount (\$)	Due Date	Status (Paid/Unpaid)
Rent			
Utilities			
Maintenance			

Supporting Documents

- Rent Agreement Attached
- Rent Receipts Attached

Approval Section

- **Approved By:** _____
- **Signature:** _____
- **Date:** _____

Employee Declaration

I confirm that the above information is true and request approval for House Rent Allowance.