**Apartment Rental Receipt Template**

**Receipt No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date Issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **TENANT INFORMATION**

**Tenant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Apartment Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Apartment No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_ ZIP Code: \_\_\_\_\_\_\_\_\_\_\_
Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **PAYMENT INFORMATION**

**Month Covered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Total Rent Paid: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Payment Method: ☐ Cash ☐ Check ☐ Bank Transfer ☐ Other: \_\_\_\_\_\_\_\_\_\_\_
Check No. (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date Payment Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **PAYMENT BREAKDOWN**

| **Charge Type** | **Amount ($)** |
| --- | --- |
| **Base Rent** |  |
| **Utilities** |  |
| **Parking Fee** |  |
| **Maintenance** |  |
| **Late Fees** |  |
| **Total Paid** |  |

### **CONFIRMATION**

**Received By (Landlord/Agent): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tenant Acknowledgment:
I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm that I have paid the amount stated above for the rental of the apartment.**

**Tenant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**