



# Rental Receipt Template

Prepared for:  
[Client.Company]

Prepared by:  
[Sender.FirstName] [Sender.LastName]  
[Sender.Company]

# RENTAL RECEIPT

**Landlord Information:**

Name: [Landlord.FirstName] [Landlord.LastName]

Property Address: [Landlord Address]

Email: [Landlord.Email]

Phone Number: [Landlord Phone]

This is to confirm that [Tenant.FirstName][Tenant.LastName] has paid an amount of \$ [Payment Amount] to be applied as payment for for the rental of apartment [Apartment Number] at [Tenant Address] between the dates of [Beginning Date] and [Ending Date].

**PAYMENT OWED:**

The remaining amount owed toward full payment of the apartment rental is \$ [Payment Owed].

**NEXT PAYMENT:**

The next payment to be made toward the property rental is \$[Next Payment] and is due on or before [Due Date].

**SCHEDULE OF MONTHLY CHARGES:**

ITEM	MONTHLY COST
Base Rent	[\$Base Rent]
Electricity	[\$Electricity Charge]
Water	[\$Water Bill]
Internet	[\$Internet]
Parking Garage	[\$Parking]
Storage	[\$Storage]

The Landlord and Tenant both acknowledge receipt of payment and acknowledge that, as of the date indicated, the entirety of the above is accurate.

\_\_\_\_\_  
[Landlord.FirstName] [Landlord.LastName] \_\_\_\_\_

\_\_\_\_\_  
[Tenant.FirstName] [Tenant.LastName] \_\_\_\_\_