

# Rent Payment Receipt

Signed proof of a single rent payment showing the amount, the date, and exactly which month it covers.

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## 1. Parties

Identifies who paid and who received the rent.

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## 2. Amount

States the sum received, in words and figures.

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## 3. Period covered

Names the exact month or dates this payment pays for.

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## 4. Property

Links the payment to the rented address.

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## 5. Payment details

Records the date, the method, and any reference number.

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## 6. Full or partial

Notes whether the period is fully paid or a balance remains.

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Signatures — A

\_\_\_\_\_  
Signatures — B

\_\_\_\_\_  
Witness signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_