

# Rental Receipt Form Sample (Including Utility Charges)

This **rental receipt form sample** includes detailed sections for recording rent payments along with utility charges, ensuring accurate bookkeeping for landlords and tenants. It provides a clear breakdown of each payment, making it easy to track monthly expenses. Use this form to maintain transparent financial records in rental agreements.

## Tenant & Property Details

Tenant Name: \_\_\_\_\_

Landlord/Agent Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Rental Period: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Date of Payment: \_\_\_\_\_

## Payment Breakdown

Description	Amount (USD)
Monthly Rent	
Water Charges	
Electricity Charges	
Gas Charges	
Internet Charges	
Total Amount Paid	

## Mode of Payment

Cash / Cheque / Bank Transfer / Other: \_\_\_\_\_

Notes: \_\_\_\_\_

Received By (Signature): \_\_\_\_\_

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

\*Please retain this receipt for your records. This document serves as proof of payment for both rent and utilities as indicated above.