

# Cash Receipt Record Form for Rental Payments

This **cash receipt record form** sample is designed to track rental payments efficiently, providing a clear record of transactions between landlords and tenants. It ensures accurate documentation of payment dates, amounts, and payment methods, helping both parties maintain financial transparency. Using this form simplifies rent management and supports organized bookkeeping.

Date of Payment	<input type="text"/>
Receipt Number	<input type="text"/>
Tenant Name	<input type="text"/>
Rental Property Address	<input type="text"/>
Payment Period	<input type="text" value="e.g., June 2024"/>
Amount Received (\$)	<input type="text"/>
Payment Method	<input style="width: 50px;" type="text" value="Cash"/> <input style="width: 15px;" type="button" value="▼"/>
Received By	<input type="text"/>
Remarks / Notes	<input type="text"/>

## Instructions:

- Fill in all relevant fields for every rental payment received.
- Both landlord and tenant should keep copies for their records.
- For security and accuracy, always issue a receipt upon receiving payment.