

Rent Payment Receipt Template (Microsoft Word)

Download our **Rent Payment Receipt Template** in Microsoft Word format to effortlessly document monthly rent transactions. This customizable template provides a clear, professional layout ensuring accurate record-keeping for landlords and tenants alike. Simplify your rental process with this easy-to-use receipt template designed for reliability and convenience.

Download

[Click here to download the Rent Payment Receipt Template \(.docx\)](#)

Sample Rent Payment Receipt

Receipt No.	[Receipt Number]
Date of Payment	[Date]
Received From (Tenant)	[Tenant Name]
Property Address	[Rental Property Address]
Payment Amount	[Amount Paid]
Payment Method	[Cash/Check/Bank Transfer/Other]
Rental Period	[Month/Year Covered]
Landlord/Agent Name	[Name]
Signature	[Signature]

How to Use

1. Download the template using the link above.
2. Open in Microsoft Word.
3. Fill in property and payment details.
4. Print or save a digital copy for your records.