

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.