

Office Space Rent Receipt

Instructions: Please complete all fields. Landlord and tenant should retain a copy each for their records.

Tenant & Property Information

Tenant Name:

Enter tenant's full name

Property Address:

Enter full property address

Landlord Name:

Enter landlord's full name

Landlord Contact:

Phone or email

Payment Details

Receipt Number:

e.g. 0015

Date of Payment:

YYYY-MM-DD

Rental Period:

e.g. June 2024

Amount Paid:

e.g. \$1,200.00

Payment Method:

e.g. Bank Transfer, Cheque

Notes:

Any additional info (optional)

Tenant Signature

Date: _____

Landlord Signature

Date: _____