Itemized Rent Receipt Excel Template

Download our **itemized rent receipt Excel template** to easily track and organize rental payments with detailed breakdowns. This user-friendly template ensures clear documentation for landlords and tenants, enhancing transparency. Customize and print receipts quickly to maintain accurate rental records.

Sample Itemized Rent Receipt

Date	Receipt No.	Tenant Name	Property Address	Rent Period	Base Rent	Utilities	Other Charges	Total Amount Paid	Payment Method
2024-06-01	00125	John Doe	123 Main St, Apt 2B	June 2024	$1,200.00	$100.00	$50.00	$1,350.00	Bank Transfer
2024-07-01	00126	Jane Smith	456 Elm St, Apt 4C	July 2024	$900.00	$80.00	$0.00	$980.00	Cash

How to Use the Template

1. Download the Excel template using the button below.
2. Enter tenant and property details in the respective columns.
3. Record payment breakdowns for each receipt issued.
4. Customize charges and print as needed for your records.

Download Excel Template