

Form 2: Rent Receipt

Keep a good record of your rent payments. If your landlord ever says you did not pay rent, you will have proof that you did.

- Never give your landlord cash for rent, unless you get a receipt.
- Pay your rent with a check or money order, if you can.
- Write the name of all tenants and month and year you are paying rent for on the front of the check or money order.
- Save all rent receipts, cancelled checks, and copies of money orders and stubs in a special folder or envelope. Keep them in a safe place.

Landlord Refuses to Sign Receipt

If your landlord refuses to sign the rent receipt, take a photo or make a copy of the completed check or money order for your records. Then ask someone to witness you giving the rent to the landlord. Ask the witness to sign the receipt.

If your landlord does not give you rent receipts that have all the information you need, cut out and use this receipt.

For each rent payment, fill out the receipt and ask your landlord to sign it.

Date: _____



Tenant(s): _____

Address: _____

Amount Paid: \$ _____

Cash

Check No. _____

Money Order No. _____

Rent for Month and Year: _____

Money Received By: _____

Name of Landlord/Landlord's Agent

Landlord/Landlord's Agent's Signature : _____

(Optional) Witness Name: _____ Witness Signature: _____