## Rent receipt template

This template is designed for landlords. A rent receipt is written proof that a tenant has paid their rent. Rent receipts must be provided to tenants upon request.

To learn more about rent receipts, visit <https://www.squareone.ca/resource-centres/template/rent-receipt>.

How to use this template:

1. Edit each highlighted section as appropriate for your situation—the existing highlighted text is just an example. You can remove some highlighted sections entirely if they don’t apply to your situation.
2. Once updated, remove the highlight formatting.
3. Within the table, fill in each blank section as appropriate.
4. When you’re finished, delete this first page so only the receipt page remains.
5. Save the receipt as a pdf.
6. Email the receipt to your tenant, or print it out and deliver a physical copy.

**January 1, 2022**

|  |  |
| --- | --- |
| **Property address:** |  |
| **Tenant name:** |  |
| **Rental period:** |  |
| **Date received:** |  |
| **Paid to:** |  |
| **Payment type:** |  |
| **Total owed:** |  |
| **Amount paid:** |  |
| **Remaining balance:** |  |

This receipt acknowledges that the amount of $1,000 has been paid in full for the rental period of December 1 through December 31.

Payment received by: John Landlord

For further information, please contact: 604-555-5555

**[Signature]**

**John Landlord**