

Continue



MarylandMandatory for cash or money order. If the payment is made in any other form, on request.Must include the total amount paid, the total amount due that month or week, and the total remaining rental payments required to obtain ownership of the item.Md. Code, Com. 12-1107 MassachusettsFor the last months rent prepaid.None.Mass. Gen. Laws ch. 186 15B MinnesotaFor cash payments.None.Minn. Stat. 504B.118 NevadaUpon request.None.Nev. Admin. Code 118A.250 New JerseyFor cash or during eviction.Must include the amount, purpose, date, and the tenants and landlords names.N.J. Stat. 46:8-49.2 New YorkAlways required unless the payment was via personal check. The tenant may request a receipt if they paid via personal check.Must include the amount, date, property name/address, rental period, and signature/title of the recipient.N.Y. Comp. Codes R. & Regs. Tit. 9 2200.14 OregonUpon request.Must include the amount, date, and identifying information for the rental property or landlord.ORS 90.140 TexasFor cash payments.Landlord must enter the payment date and amount in a record book maintained by the landlord.Tex. Prop. Code 92.011 VirginiaUpon request for money orders or cash payments.None.Va. Code 55.1-1204 WashingtonFor cash payments or upon request.None.Wash. Rev. Code 59.18.063 WisconsinFor cash payments.Must include the amount and purpose.Wis. Admin. Code ATCP 134.03 Even in areas where rental receipts arent required, its good practice to provide them. Tenants will appreciate the proof that they paid on time. Providing documentation can also boost your reputation as an experienced landlord. Consider issuing a receipt any time a tenant pays you, including for security deposit acknowledgment and as proof of paid pet deposits per the rental agreement. 2. Provide Payment InformationSelect the payment method the tenant used. When you use Legal Templatess form, you can choose the tenants payment method from a pre-written list, including cash or electronic transfers.Be sure to include the payment amount and the rental period the payment covers. Our adjustable template options even allow you to record prorated rent payments so you can record payments for a partial rental period.3. Write Rental DetailsRecord landlord and tenant information, including all tenants with a financial obligation. Provide the property address and other identifying details like unit number if applicable.4. Finalize Receipt, Sign, & DistributeSpecify the date when you will deliver the receipt to the tenant. Legal Templates provides the option to include a receipt number for record-keeping purposes, but you may choose to skip this step.Print out copies of the rental receipt. Sign and distribute one copy to the tenant and keep the second landlord receipt for your business records.Rent Receipt SampleView a free rent receipt sample to see what a rent receipt looks like. When youre ready, complete your own with our rent receipt template and distribute payment proof seamlessly. Available as a PDF or Word download. Complete Rent Receipts With Legal TemplatesWith Legal Templates, you can save time, money, and stress when creating rental receipts. Its as simple as filling out our pre-made template and saving the receipts to your account. Print them when youre ready and distribute them in person or via mail to tenants. You can also save rent receipt documents as PDF or Word documents and send them electronically.No matter how you send them, our printable rent receipt template helps you record rent payments and stay organized so you can keep your tenants updated on their payment status.Frequently Asked QuestionsYou can print a rent receipt and deliver it in person to the rented property, handing it to the primary tenant. Alternatively, you can mail it or send an electronic copy via email. Verify the tenant received it by asking for confirmation of receipt. Collect payment from the tenant in whatever form you accept and confirm it goes through before you issue a rental receipt. For example, if a tenant pays by check, wait until the check clears to issue payment acknowledgment. Sign up with a rent-collection website and notify your tenants about online payments and how to make them. They will likely need to set up their accounts to pay rent via ACH payments or use mobile payment services like Venmo. Issue a digital receipt by emailing a tenant a PDF file to confirm you received their payment. Its highly recommended for the landlord to sign their rent receipts because their signature adds validity to the document, instills confidence in the tenant, and fulfills legal requirements in some jurisdictions. Handwritten rent receipts are valid, but they must include all essential information, such as the payment amount, method, and tenants details. Ensure you dont miss any details with Legal Templatess rent receipt template.

What is a valid receipt. What is a rent receipt. Examples of rent receipt. What counts as a rent receipt. What is a rental invoice. What does a rent receipt need to include.