

Rent Receipt Book

Give a tenant paying in cash the proof they have no other way of holding, and keep a matching record yourself.

Receipts for rent paid — three to a page, with a stub to keep and a portion for the tenant.

KEEP THE STUB, HAND OVER THE RECEIPT

A tenant paying in cash has no bank record, which makes a written receipt the only proof either side holds. Give the right-hand portion to the tenant and keep the stub. This is a record sheet, not a legal document and not legal advice. What a tenancy requires — notice periods, deposit protection, the certificates that must be held and how long records must be kept — depends entirely on where the property is. Establish those locally and keep this alongside them.

RECEIPT 1

Receipt no.	Date	Property	Tenant
Amount received	In words	Period from	to
Method	Balance still owing	Received by	Signature

RECEIPT 2

Receipt no.	Date	Property	Tenant
Amount received	In words	Period from	to
Method	Balance still owing	Received by	Signature

RECEIPT 3

Receipt no.	Date	Property	Tenant
Amount received	In words	Period from	to
Method	Balance still owing	Received by	Signature