

Rent Receipt Habits Checklist

The monthly minute that prevents the paperless payment dispute

Run this list when setting up your receipt practice, and skim it again at each cash payment. It pairs with the Rent Receipt document. Full guide: clearlegaltips.com/rent-receipt-template/

SETUP, ONCE

- ☐ Your state's rule is checked against the table: cash-mandatory, on-request, or no statute
- ☐ Receipts are numbered sequentially, on paper stubs or a duplicated PDF
- ☐ The lease's payment clause names the accepted methods, so receipts match a document
- ☐ If you prefer no cash handling: payments steered to checks, transfers, or a platform

EVERY PAYMENT

- ☐ The rental period covered is written out, not only the date received
- ☐ The payment method is named, with check or money order numbers copied in
- ☐ Partial payments get the applied-as line and the balance remaining, in ink
- ☐ The receipt is signed by whoever actually received the money

CASH PAYMENTS, EXTRA

- ☐ The receipt is delivered on the spot, or within your state's deadline (Delaware: 15 days)
- ☐ Texas landlords: the date and amount also entered in the record book
- ☐ The cash-receipt record is retained (Delaware: 3 years; everywhere: as long as the tenancy file)

FOR TENANTS

- ☐ A written receipt request is on record if the landlord does not offer one
- ☐ A filled receipt travels with the payment, needing only the landlord's signature
- ☐ If receipts are refused: the payment channel itself becomes the record (money order stub, memo-line transfer)

INSTRUCTIONS FOR USE

This checklist is general information, not legal advice. The receipt's value lives in three habits: the period written every time, the sequential numbering with copies kept, and the balance line on every partial payment. In the cash-mandatory states the habits are also statutory duties, and the record-keeping obligations in Texas and Delaware outlast the individual receipt. The full guide, the state table, and official sources are at clearlegaltips.com/rent-receipt-template/