

Rent Receipt

A fillable receipt with the rental period, applied-as, and balance lines, plus the verified state receipt rules

Use this receipt for every rent payment you accept, and without exception for cash, which is where several states make the receipt mandatory. Fill the rental period every time (the payment proves little without it), number receipts sequentially, keep a copy of each one, and complete the balance line whenever a payment is partial. An emailed PDF version is legally valid under the federal E-SIGN Act. Full walkthrough, the state rules, and official sources: clearlegaltips.com/rent-receipt-template/

RENT RECEIPT

1. Receipt Identification

Receipt number (sequential): _____

Date payment received: _____

2. Parties and Premises

Received from (tenant name(s)): _____

For the premises at (property address, including unit): _____

Received by (landlord / agent name and role): _____

3. The Payment

Amount received (\$): _____

Payment method (cash / check no. / money order no. / electronic transfer / other): _____

Rental period covered (month and year, or date range): _____

4. Application and Balance

State what the payment was applied to, and write the remaining balance whenever the payment is partial. A receipt that reads \$600 received, \$600 still owed for the period is the line that prevents the classic partial-payment dispute.

Applied as (rent in full for the period / partial payment toward the period / other charge): _____

Balance remaining for this period (\$, or none): _____

5. Signature

Signature of the person receiving payment, and date: _____

STATE RENT-RECEIPT RULES (VERIFIED JULY 2026)

State	The receipt rule	Statute
New York	Written receipt required for cash or any instrument other than the tenant's personal check; on request for personal checks; contents include premises and period	Real Prop. Law 235-e
Washington	Receipt required for any cash payment; written receipt on request for other forms	RCW 59.18.063
Texas	Written receipt for cash rent, plus the payment logged in the landlord's record book	Prop. Code 92.011
Maryland	Receipt required when the tenant pays cash or requests one	Real Prop. 8-205
Delaware	Cash-rent receipt within 15 days; cash-receipt records kept 3 years	25 Del. C. 5501(e)
California	General rule: a debtor may require a written receipt on request	Civ. Code 1499
Massachusetts	Receipt required for security deposits (not every rent payment)	M.G.L. c. 186, 15B

INSTRUCTIONS FOR USE

This form is general information, not legal advice. Receipt duties concentrate on cash because cash leaves no bank record: New York, Washington, Texas, Maryland, and Delaware make the receipt mandatory for cash payments, with Texas adding a landlord record book and Delaware a 15-day deadline plus a 3-year record duty; Massachusetts's well-known rule covers security deposits, not monthly rent. Write the rental period on every receipt, keep the numbered copies on the landlord side, and pair app or bank records with a receipt so the period and balance are stated somewhere. An electronic receipt is valid under the federal E-SIGN Act. Full guide and sources: clearlegaltips.com/rent-receipt-template/