**Rent Receipt Sample**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Premises: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rent Receipt**

This is to confirm receipt of HK$\_\_\_\_\_\_\_\_\_\_ from \*Mr./Ms./Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ , holder of HKID \_\_\_\_\_\_\_\_\_\_\_\_\_ , for the period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as rent for the premises described above.

Yours Sincerely,

Signature of \*Landlord/Receiver:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & HKID of \*Landlord/Receiver:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Please delete where appropriate

**房租收據樣本**

日期：＿＿＿＿＿＿＿＿＿

單位地址：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

**房租收據**

此據　以確認＿＿＿＿＿＿＿＿＿＿\*先生／小姐 ，香港身份證為＿＿＿＿＿＿＿＿＿＿＿ 已支付上述單位由＿＿＿＿＿＿＿＿＿＿＿至＿＿＿＿＿＿＿＿＿＿＿期間的租金。

\*業主/收款人簽名：＿＿＿＿＿＿＿＿＿＿＿＿

\*業主/收款人姓名及香港身份證：＿＿＿＿＿＿＿＿＿＿＿＿＿＿

\*請刪去不適用者

|  |
| --- |
| **Remarks:**1)      For the rent receipt not issued according to this template: on the receipt please state the full name of the landlord(s) and tenant(s), the address of the leased property, the period for the payment and the signature (or company stamp) of the landlord. Information on the receipt should be identical with the tenancy agreement.2)      It is a must to have the HKID of landlord(s) and tenant(s) on the receipt if their names on the receipts are not written in full name. |