RENT RECEIPT

Landlord's stub

Receipt no.: Period: from …… / …… / …… to …… / …… / ……

Landlord / manager: Phone:

Tenant: Phone:

Rented property (address, neighbourhood, city):

Item	Amount (FCFA)
Rent	
Charges (water, electricity, security…)	
TOTAL PAID	

Total in words:

Payment method: [ ] cash [ ] bank transfer [ ] Orange Money [ ] MTN MoMo

Payment date: Transaction ref.:

I, the undersigned, landlord or manager of the property described above, acknowledge receipt from the tenant of the amount stated, for the rent and charges of the period indicated, and hereby give full discharge for that period, all my other rights being reserved.

Done at: **Landlord's signature**

on:

- - - - - - - - - - - - - - - - - - *cut here* - - - - - - - - - - - - - - - - - -

RENT RECEIPT

Tenant's copy

Receipt no.: Period: from …… / …… / …… to …… / …… / ……

Landlord / manager: Phone:

Tenant: Phone:

Rented property (address, neighbourhood, city):

Item	Amount (FCFA)
Rent	
Charges (water, electricity, security…)	
TOTAL PAID	

Total in words:

Payment method: [ ] cash [ ] bank transfer [ ] Orange Money [ ] MTN MoMo

Payment date: Transaction ref.:

I, the undersigned, landlord or manager of the property described above, acknowledge receipt from the tenant of the amount stated, for the rent and charges of the period indicated, and hereby give full discharge for that period, all my other rights being reserved.

Done at: **Landlord's signature**

on:

ACKNOWLEDGEMENT OF PAYMENT (PARTIAL)

Landlord's stub

Receipt no.: Period: from …… / …… / ……. to …… / …… / …….

Landlord / manager: Phone:

Tenant: Phone:

Rented property (address, neighbourhood, city):

Item	Amount (FCFA)
Rent and charges for the period	
Already paid before today	
Paid today	
BALANCE DUE	

Paid today, in words:

Payment method: [ ] cash [ ] bank transfer [ ] Orange Money [ ] MTN MoMo

Payment date: Transaction ref.:

This acknowledgement records a partial payment. It is not a rent receipt: the rent receipt for the period will be issued once the balance due has been paid in full.

Done at:

on:

Landlord's signature

- - - - - - - - - - - - - - - - - - *cut here* - - - - - - - - - - - - - - - - - -

ACKNOWLEDGEMENT OF PAYMENT (PARTIAL)

Tenant's copy

Receipt no.: Period: from …… / …… / ……. to …… / …… / …….

Landlord / manager: Phone:

Tenant: Phone:

Rented property (address, neighbourhood, city):

Item	Amount (FCFA)
Rent and charges for the period	
Already paid before today	
Paid today	
BALANCE DUE	

Paid today, in words:

Payment method: [ ] cash [ ] bank transfer [ ] Orange Money [ ] MTN MoMo

Payment date: Transaction ref.:

This acknowledgement records a partial payment. It is not a rent receipt: the rent receipt for the period will be issued once the balance due has been paid in full.

Done at:

on:

Landlord's signature