

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.