If your landlord refuses to sign the rent receipt, take a photo or make a copy of the completed check or money order for your records. Then ask someone to witness you giving the rent to the landlord. Ask the witness to sign the receipt.

**Form 2: Rent Receipt**

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Keep a good record of your rent payments. If your landlord ever says you did not pay rent, you will have proof that you did.

 Never give your landlord cash for rent, unless you get a receipt.

**Landlord Refuses to Sign Receipt**

 Pay your rent with a check or money order, if you can.



 Write the name of all tenants and month and year you are paying rent for on the front of the check or money order.

 Save all rent receipts, cancelled checks, and copies of money orders and stubs in a special folder or envelope. Keep them in a safe place.

If your landlord does not give you rent receipts that have all the information you need, cut out and use this receipt.

For each rent payment, fill out the receipt and ask your landlord to sign it.



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

Tenant(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Paid: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Cash
* Check No. \_\_\_\_\_\_\_\_\_\_\_\_\_
* Money Order No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rent for Month and Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Money Received By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Landlord/Landlord's Agent

Landlord/Landlord’s Agent’s Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Optional) Witness Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Witness Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Form 2 ▲* ***631***

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