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# Office Rent Receipt

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

Received from: **[Tenant's Name / Business Name]**

Office Address: **[Office Address]**

Rental Period: **[Start Date] to [End Date]**

Amount Received: \$ \_\_\_\_\_

Payment Method: **[Cash / Check / Bank Transfer]**

Breakdown of Charges:

- **Rent Amount:** \$ \_\_\_\_\_
- **Utility Charges (if applicable):** \$ \_\_\_\_\_
- **Maintenance Fees (if applicable):** \$ \_\_\_\_\_
- **Other Charges (Specify):** \$ \_\_\_\_\_
- **Total:** \$ \_\_\_\_\_

Received by: **[Landlord's Name / Property Management Company]**

Signature: \_\_\_\_\_