

Commercial Space Rental Receipt Draft

Receipt No.: _____

Date of Issue: _____

Landlord/Company Name: _____

Tenant Name: _____

Rental Property Address: _____

Rental Period: _____ to _____

Description	Amount
Monthly Rent	
Utilities	
Other Charges	
Total Received	

Payment Method: _____

Notes/Remarks: _____

Landlord / Authorized Signatory

Tenant / Recipient