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Rent Receipt

Landlords: issue one for every rent payment. Tenants: never pay rent without one.

Receipt no.	RR-2026-031	**Date**	23-Nov-2026

PROPERTY AND PARTIES

Property	Flat 3, 15 Bode Thomas Street, Surulere, Lagos	**Landlord**	Mr Kunle Balogun (example)
Tenant	Miss Ada Nwosu (example)	**Tenancy type**	Yearly

PAYMENT RECEIVED

Item	Period from	Period to	Amount (₦)
Rent	01-Jan-27	31-Dec-27	₦1,800,000
Service charge	01-Jan-27	31-Dec-27	₦240,000
Caution deposit (refundable)			₦150,000
		Total received	**₦2,190,000**

Amount in words	Two million, one hundred and ninety thousand naira only	**Payment method**	Bank transfer
Bank reference	TRF 5544332211	**Balance outstanding (₦)**	0

Received with thanks. This receipt confirms payment only for the period stated.

Landlord / agent	**Tenant**
Name:	Name:
Date:	Date:

Lagos: the Tenancy Law 2011 limits how much rent a landlord can demand in advance (no more than one year for a yearly tenancy, less for monthly tenants) and requires a receipt for rent paid. Other states have their own rules — check yours.

Free template from NigeriaBuildingCost.ng. Rates are indicative (Nov 2026) — check current prices in your location before relying on any figure.
Faster option: use the free Manage My Property — record rent and send receipts automatically at https://nigeriabuildingcost.ng/property-management-software-nigeria