Rent Receipt - sample (Nigeria)

RENT RECEIPT - No. [0142]

Date received: [1 October 2026]
Received from (tenant): [Tenant's full name], [tenant's address]
By (landlord / agent): [Landlord's full name], [landlord's address]
For the premises: [2-bedroom flat, first floor, 12 Example Street, Surulere, Lagos]
Amount received: [NGN 850,000] ([Eight Hundred and Fifty Thousand Naira] only)
Period covered: [1 October 2026 to 30 September 2027] (12 months)
Being: Rent - caution fee and service charge are receipted separately
Payment method: [Bank transfer, reference 000123456789]
Balance outstanding: [Nil]

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Received by - Signature / Name / Date

Lagos Tenancy Law 2011, s.5(2): a rent receipt states the date, the names and addresses of landlord and tenant, the description and location of the premises, the amount paid and the period it covers. Failure to issue one is an offence - fine of NGN 100,000 on conviction (s.5(3)).