Washington Rent Receipt

General template, not legal advice. Have a Washington attorney review before use. Last reviewed October 29, 2026.

Give a receipt for every payment, and always for cash. Some states require a written receipt for cash rent or whenever a tenant asks for one. Keep the landlord copy with your rent ledger. Number receipts in order so a missing one stands out.

Tenant copy

Receipt number _____

Date received _____

Received from (tenant name) _____

Property address and unit _____

Amount received _____

Amount in words _____

Applied to	Period covered	Amount
Rent		
Late charge		
Other (describe)		
Total received		

- ☐ Cash
- ☐ Check number _____ (Check number)
- ☐ Money order number _____ (Money order number)
- ☐ Card or bank transfer, reference _____ (Reference)
- ☐ Other: _____ (Method)

Balance due after this payment _____

Received by (name and title) _____

This receipt confirms payment of the amount above. It does not waive any other amount owed under the lease or any notice already given.

Landlord or agent signature

Printed name

Date

Landlord copy

Receipt number

Date received

Received from (tenant name)

Property address and unit

Amount received

Period covered

Payment method and reference

Balance due after this payment

Landlord or agent signature

Printed name

Date

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