

Sub.: Standard format for receipts and other documents

From the legal point of view it is important that the format of receipt is accurate. Ensure that the formats enclosed herein are used for issuing receipts. The formats enclosed are:

1. Receipt of security deposit for new lease
2. Refund of excess amount paid
3. Cancel booking - refund of amount paid
4. Hand loan
5. Receipt of advance sale consideration
6. Letter of confirmation for part or total amount received

Soham Modi

(Receipt of security deposit for new lease)

RECEIPT

Received a sum of Rs. __/- (Rupees __ only) by cheque bearing no. __ dated __, drawn on __, from M/s. __ represented by its Managing Partner Mr. __, towards security deposit for lease of office space/flat/shop/house having an area of about __ sft, on the __ floor, bearing premises/flat/shop/house no. __, in the building/project known as __ situated at __ on the following terms and conditions:

a.	Name of lessor	M/s. __, represented by Mr. __
b.	Name of lessee	
c.	Security deposit amount	Rs. __/- (Rupees __ only)
d.	Monthly rent and amenity charges	Rs. __/-
e.	Yearly increase	%
f.	Lease period	__ years
g.	Commencement date	
h.	Maintenance charges	
i.	Other terms	

Date: __

Place: Secunderabad.

For M/s. __,

Name: __

Authorised representative,

Address: _____.

(Refund of excess amount paid)

RECEIPT

Received a sum of Rs. ___/- (Rupees ___ only) as per details given below from M/s. ___ having its office at 5-4-187/3&4, II floor, Soham Mansion, M.G. Road, Secunderabad -500003 towards full and final refund of excess amount paid for villa/flat no. ___ in the project known as ___ situated at ___.

I further certify that all accounts are deemed to be settled and I have no claim of whatsoever nature against M/s. ____.

S.No.	Cheque No	Date	Drawn	Amount

Date: ____

Place : Secunderabad.

Signature:

Name:

Address.

(cancel booking - refund of amount paid)

RECEIPT

Received a sum of Rs. ____/- (Rupees ____ only) as per details given below from M/s. ____ having its office at 5-4-187/3&4, II floor, Soham Mansion, M.G. Road, Secunderabad -500003 towards full and final refund of amount paid, after deducting cancellation charges of Rs. ____/-, for villa/flat no. ____ in the project known as ____ situated at ____.

I further certify that I have no right, title, interest or claim of whatsoever nature against M/s. ____ or against flat/house no. ____ in the above referred project

S.No.	Cheque No	Date	Drawn	Amount

Date: ____

Place : Secunderabad.

Signature:

Name:

Address.

(hand loan)

R E C E I P T

Received a sum of Rs. ____/- (Rupees ____ only) by cash from M/s. ____ represented by its ____,
having his office at 5-4-187/3&4, M. G. Road, Secunderabad – 500 003, as hand loan repayable
on demand.

Date: ____

Place: Secunderabad

Signature:

Name:

Address.

(Receipt of advance sale consideration)

R E C E I P T

Received a sum of Rs. ____/- (Rupees ____ only) by cash/cheuqe no. ____ dated ____ drawn on ____ from Mr. / Ms. ____, S/o. ____, R/o. ____ towards token amount for purchase of flat/house no. ____ in the project known as ____ situated at ____.

This receipt does not create any right, title, interest of whatsoever nature against M/s. ____ or against the house/flat no. referred above, till such time the booking form is signed and/ or the agreement of sale is executed. Terms and conditions mentioned in the booking from/agreement of sale shall apply.

Date: ____

Place: Secunderabad

Signature:

Name:

Designation:

Firm:

Address.

(Letter of confirmation for part or total amount received)

Letter of confirmation

This is to certify that M/s. ____ has received a sum of Rs. ____ /- (Rupees ____ only) as per the details given below towards part payment of sale consideration for purchase of flat/house no. ____ in the project known as ____ situated at ____.

S.No.	Cheque No	Date	Drawn	Amount

This confirmation is issued subject to realization of cheques as and when deposited.

Date: ____

Place: Secunderabad

Signature:

Name:

Designation:

Firm:

Address.