



Hastings County
Community and Human Services, Housing Services
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HOUSING RENT RECEIPT REQUEST FORM

REQUESTED TAX YEAR: _____ **DATE:** _____

Please complete this request form:

Tenant Name: _____

Address: _____

Phone Number: _____

Rent Calculation Clerk: _____

Other Information: _____

How do you want to get your receipt?

CHECK ONE

Mailed to you? Come back and pick it up?

Please leave this form with reception.

HOUSING STAFF WILL PREPARE YOUR RECEIPT WITHIN 5 BUSINESS DAYS.