

INVOICE

[Management Company Name]
[Street Address]
[City, State, Zip]

Invoice #: _____
Date: _____
Due Date: _____

BILL TO:

[Tenant Name]
[Mailing Address]
[City, State, Zip]

PROPERTY LOCATION:

Property Name: [Complex Name]
Unit Number: [Unit # / Building #]
Account ID: [Tenant ID]

Description of Charges	Service Period	Amount
Monthly Rent	[MM/DD] - [MM/DD]	\$
Utility Reimbursement (Water/Trash)	[MM/DD] - [MM/DD]	\$
Parking / Storage Fee	[MM/DD] - [MM/DD]	\$
Late Fees / Other Charges	-	\$

Subtotal: \$ _____

Previous Balance: \$ _____

Total Amount Due: \$ _____

Notes:

Please make checks payable to [Payee Name]. Include your Unit Number on the check memo line. A late fee will be applied if payment is not received by [Day of Month].