

INVOICE

[Management Company Name]
[Address Line 1]
[Email/Phone]

Invoice #: [0000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

PROPERTY OWNER / BILL TO

[Owner Name]
[Owner Address]
[City, State, Zip]

PROPERTY MANAGED

[Property Name/ID]
[Property Address]
[Unit Number(s)]

Description of Services	Period / Qty	Rate/Base	Amount
Monthly Management Fee	[Month, Year]	[% or Flat]	\$0.00
Leasing / Renewal Fee	[Unit #]	[Rate]	\$0.00
Maintenance Coordination	[Details]	[Rate]	\$0.00
Additional Services	[Description]	[Rate]	\$0.00

Subtotal: \$0.00
Tax: \$0.00

Total Due: \$0.00

NOTES / PAYMENT INSTRUCTIONS

Please make checks payable to **[Management Company Name]**. For electronic transfers, please use reference **[Invoice Number]**. Late payments may be subject to a fee of **[Percentage/Amount]**.