

LEASE INVOICE

[Landlord / Management Co. Name]
[Address Line 1]
[City, State, Zip]

Invoice #: [000000]
Date: [Date]
Due Date: [Date]

TENANT

[Business Name]
[Contact Name]
[Address Line 1]
[City, State, Zip]

PROPERTY DETAILS

Premises: [Suite / Unit #]
Building: [Property Name]
Lease Period: [Start Date] to [End Date]

Description	Sq. Ft / Qty	Rate	Amount
Base Rent	[0,000]	[\$[0.00]	[\$[0.00]
Common Area Maintenance (CAM)	-	-	[\$[0.00]
Property Taxes / Insurance	-	-	[\$[0.00]

Description	Sq. Ft / Qty	Rate	Amount
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Utilities / Other Charges	-	-	[\$0.00]
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Subtotal: [\$0.00]

Sales Tax: [\$0.00]

Total Due: [\$0.00]

Payment Instructions: Please make checks payable to [Payee Name] or remit via ACH to [Bank Account Info]. A late fee of [Percentage]% will be applied after [Number] days.