

BROKERAGE INVOICE

[Property Management Company Name]

[Office Address]

[Phone Number] | [Email/Website]

Invoice #: _____

Date: _____

Due Date: _____

BILL TO:

[Client Name / Property Owner]

[Billing Address]

[City, State, Zip]

PROPERTY SUBJECT:

[Property Name/Unit Number]

[Property Address]

Description of Services	Quantity/Rate	Amount
Monthly Management Fee		\$
Leasing Commission / Placement Fee		\$
Maintenance Coordination / Repairs		\$
Advertising & Marketing Fees		\$
Administrative / Miscellaneous Fees		\$

Subtotal: \$ _____

Tax (if applicable): \$ _____

TOTAL DUE: \$ _____

Payment Instructions:

Please make checks payable to [Company Name]. For wire transfers: [Account Details].

Notes:

Thank you for your business. Late payments are subject to a [X]% monthly finance charge.