

INTERIM RENT INVOICE

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

Invoice #: _____
Date: _____
Due Date: _____

TENANT:

[Tenant Name]
[Business Name]
[Address]

PREMISES:

[Suite/Unit Number]
[Property Name/Address]

LEASE TERMS & PRORATION LOGIC

Full Monthly Rent: \$ _____
Days in Month: _____
Proration Period: [Start Date] to [End Date]
Total Billable Days: _____

Description	Calculation	Amount
Prorated Base Rent	$(\$Base / Days) \times \text{Prorated Days}$	\$ _____
Prorated CAM Charges	(Common Area Maintenance)	\$ _____
Prorated Property Tax	(Reimbursement)	\$ _____
Insurance / Other Fees	(Prorated)	\$ _____

Subtotal: \$ _____
Sales Tax (if applicable): \$ _____
TOTAL DUE: \$ _____

Remittance Instructions: Please make checks payable to [Payee Name] or via ACH at [Bank Details].

This is an interim invoice for the partial period prior to the first full billing cycle.