

PROPERTY MANAGEMENT CO.

123 Corporate Blvd, Suite 100
Business City, ST 12345
contact@propertymanagement.com

INVOICE

Invoice #: _____
Date: _____
Due Date: _____

PROPERTY OWNER / CLIENT

Name/Entity: _____
Address: _____

MANAGED PROPERTY

Unit/Address: _____
Tenant Name: _____

Description of Services / Charges	Amount
Monthly Management Fee	\$ 0.00
Leasing / Administrative Fees	\$ 0.00
Maintenance & Repairs (See Attached Receipts)	\$ 0.00

Description of Services / Charges	Amount
Other: _____	\$ 0.00
Subtotal: \$ 0.00	
Tax/Other: \$ 0.00	
Total Due: \$ 0.00	
Payment Instructions:	
Please make all checks payable to [Company Name]. For ACH or wire transfers, please use the account details provided in your management agreement. Late payments may be subject to a 5% penalty fee.	
Thank you for your business.	