INVOICE

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

INVOICE # [0000]
DATE [Month DD, YYYY]

MANAGED PROPERTY **[Property Name / Building ID]**
[Property Address, Unit #]
[City, State, Zip]

BILL TO **[Owner Name / Client]**
[Billing Address]
[City, State, Zip]
PAYMENT TERMS Due upon receipt
DUE DATE [Month DD, YYYY]

Description of Service / Fee	Amount
Monthly Management Fee - [Month/Year]	$ 0.00
Leasing/Renewal Commission	$ 0.00
Maintenance Coordination: [Repair Description]	$ 0.00

Description of Service / Fee	Amount
Administrative / Marketing Expenses	$ 0.00

Subtotal: $ 0.00

Tax / Adjustments: $ 0.00

Total Due: $ 0.00

Payment Instructions:
Please make checks payable to **[Company Name]** or pay via ACH/Portal at [Link].
Late fees may apply to payments received 5 days after the due date.