

# PROPERTY MANAGEMENT INC.

123 Management Way  
City, State, Zip  
Email: contact@example.com

## INVOICE

Invoice #: \_\_\_\_\_  
Date: \_\_\_\_\_  
Due Date: \_\_\_\_\_

### PROPERTY OWNER

[Owner Name]  
[Owner Address]  
[City, State, Zip]

### PROPERTY UNDER MANAGEMENT

[Property Name/Address]  
[Unit Number if applicable]  
Reporting Period: [Month, Year]

| Description of Services                  | Quantity/Rate | Amount  |
|------------------------------------------|---------------|---------|
| Monthly Management Fee (% of Gross Rent) | _____%        | \$ 0.00 |
| Leasing / Renewal Fee                    | -             | \$ 0.00 |
| Maintenance Coordination Fee             | -             | \$ 0.00 |

| Description of Services                                 | Quantity/Rate | Amount  |
|---------------------------------------------------------|---------------|---------|
| Marketing & Advertising Costs                           | -             | \$ 0.00 |
| Other: _____                                            | -             | \$ 0.00 |
| Subtotal: \$ 0.00<br>Tax: \$ 0.00<br>Total Due: \$ 0.00 |               |         |

**Payment Instructions:** Please make checks payable to Property Management Inc. or pay via the online owner portal. Late payments are subject to a fee of [Amount/Percentage].

Thank you for your business.