

INVOICE

[Agency Name]
[Street Address]
[City, State, Zip]
[Phone/Email]

Invoice #: [00000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

CLIENT / LANDLORD

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

PROPERTY INFORMATION

[Property Address/Unit]
Tenant: [Name]
Lease Term: [Start - End]

Service Description	Rate / %	Total
Leasing Commission / Finder's Fee	[0.00]	[0.00]
Marketing & Advertising Fee	[0.00]	[0.00]
Tenant Screening & Background Check	[0.00]	[0.00]

Service Description	Rate / %	Total
Administrative / Documentation Fee	[0.00]	[0.00]
Subtotal: \$0.00 Tax: \$0.00 Amount Due: \$0.00		
Payment Instructions: Please make checks payable to [Agency Name] or pay via [Bank Transfer Details]. Thank you for your business.		