

# UTILITY INVOICE

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

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

**Billed To:**

[Tenant Name]  
[Unit Number / Street Address]  
[City, State, Zip]

**Service Period:**

Start: \_\_\_\_\_  
End: \_\_\_\_\_

**Meter Readings:**

| Utility Type  | Previous Reading | Current Reading | Total Usage |
|---------------|------------------|-----------------|-------------|
| Water / Sewer |                  |                 |             |
| Electricity   |                  |                 |             |
| Gas           |                  |                 |             |

| Description of Charges       | Rate/Unit | Amount  |
|------------------------------|-----------|---------|
| Water Consumption            |           | \$ 0.00 |
| Sewer Service Fee            |           | \$ 0.00 |
| Electricity Consumption      |           | \$ 0.00 |
| Trash / Recycling Collection |           | \$ 0.00 |
| Administrative Fee           |           | \$ 0.00 |
| Total Amount Due:            |           | \$ 0.00 |

**Notes:** Please make checks payable to [Management Name]. Late payments may be subject to a fee of [Amount/Percentage].

For billing inquiries, please contact [Phone Number] or [Email Address].