

# LATE RENT INVOICE

[Management Company Name]

[Address]

[City, State, Zip]

INVOICE NUMBER  
#

DATE ISSUED

TENANT INFORMATION

[Company / Tenant Name]

[Suite / Office Number]

[Building Name/Address]

PAYMENT STATUS

Original Due Date:

Days Overdue:

Status: **DELINQUENT**

| Description                               | Amount Due |
|-------------------------------------------|------------|
| Monthly Base Rent - [Month, Year]         | \$ 0.00    |
| Common Area Maintenance (CAM) / Utilities | \$ 0.00    |

| Description                      | Amount Due |
|----------------------------------|------------|
| Late Fee Penalty                 | \$ 0.00    |
| Interest Charges ([%] per annum) | \$ 0.00    |

Subtotal: \$ 0.00

Previous Balance: \$ 0.00

TOTAL DUE: \$ 0.00

#### NOTICE

Please remit payment immediately to avoid further legal action or lease termination. Checks should be made payable to the Management Company listed above. If payment has already been sent, please disregard this notice.