

INVOICE

[Management Company Name]
[Address Line 1]
[Address Line 2]
[Email/Phone]

Invoice #: _____
Date: _____
Due Date: _____

PROPERTY/OWNER INFO:
[Owner Name]
[Property Address]
[Unit Number]

Description of Unpaid Fees	Period	Amount
Monthly Maintenance Fee	[Month/Year]	\$ 0.00
Late Payment Penalty	-	\$ 0.00
Interest Charges	-	\$ 0.00
Special Assessment (if applicable)	-	\$ 0.00
TOTAL OVERDUE BALANCE:		\$ 0.00

Payment Instructions:
Please make checks payable to [Entity Name].
For electronic transfers, use Account No: [Number] | Routing: [Number].

Note: Failure to clear unpaid maintenance fees may result in legal action or a lien against the property as per the management agreement.