

Commercial Property Rental Invoice

From (Landlord):

ABC Properties Ltd.
500 Main Street, Suite 200
Cityville, ST 12345
Phone: (123) 456-7890
Email: billing@abcproperties.com

To (Tenant):

XYZ Retail Group
100 Business Park Blvd
Cityville, ST 12345
Contact: John Doe
Email: johndoe@xyzretail.com

Invoice Number: INV-2024-1012

Issue Date: 2024-06-15

Rental Period: July 1, 2024 – July 31, 2024

Due Date: 2024-07-01

Property Address: 250 Commerce Ave, Suite 1C, Cityville, ST 12345

Lease Ref: #CPR-5559

Invoice Details

Description	Amount
Monthly Rent (July 2024)	\$4,500.00
Common Area Maintenance	\$500.00
Property Taxes (Prorated)	\$250.00
Utilities (Electricity, Water)	\$180.00
Total Amount Due	\$5,430.00

Payment Instructions:

Bank Transfer: ABC Properties Ltd.
Bank: City National Bank
Account Number: 1122334455
Routing Number: 001122334
Please include the invoice number as payment reference.

Important Notes:

- Rent payments are due as per the lease agreement; late payments may incur penalties.
- Verify all invoice details and report any discrepancies within 5 business days.
- This invoice includes charges in accordance with the lease; supporting documentation available upon request.
- Retain this invoice for your records and for any future reference related to property audits.