

# 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
<b>Total Amount Due</b>	<b>\$5,430.00</b>

**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.