

Proforma Rent Payment Invoice

Landlord: John Doe Properties
123 Main Street, City, State, ZIP
Email: info@johndoeproperties.com
Phone: (123) 456-7890

Invoice No: PRF-2024-0012
Date: 2024-06-25
Due Date: 2024-07-01

TENANT INFORMATION

Name: Jane Smith
Apartment: 4B, 456 Elm Avenue
Email: jane.smith@email.com
Phone: (555) 987-6543

RENT INVOICE DETAILS

Description	Period	Amount
Monthly Rent	July 2024	\$1,200.00
Utility Charges	July 2024	\$120.00
Other Charges (if any)	July 2024	\$0.00
Total Amount Due		\$1,320.00

PAYMENT INSTRUCTIONS

Please make payment by the due date to the following account:

Bank: ABC Bank
Account Name: John Doe Properties
Account Number: 123456789
Reference: PRF-2024-0012

IMPORTANT NOTES

- This proforma invoice serves as a request for rent payment only.
- No official receipt should be considered issued until payment is received.
- Please use the invoice number as payment reference.
- Contact the landlord for any discrepancy or clarification regarding this invoice.
- Payment made after the due date may attract late charges as stipulated in the rental agreement.