

# 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
<b>Total Amount Due</b>		<b>\$1,320.00</b>

## 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.