

## Property Management Co.

123 Main St.  
Springfield, IL 62704  
Phone: (555) 123-4567  
Email: info@propertymgmt.com

# INVOICE

**Date:** 2024-06-01  
**Invoice #:** INV-2024-061

**Billed To:**  
John Tenant  
456 Elm Ave., Apt 3B  
Springfield, IL 62704  
Email: john.tenant@email.com

**Property Address:** 456 Elm Ave., Apt 3B, Springfield, IL 62704  
**Lease Period:** June 1, 2024 – June 30, 2024  
**Due Date:** June 5, 2024

Description	Amount
Monthly Rent	\$1,200.00
Parking Fee	\$50.00
Utilities (Water/Sewer)	\$30.00
Pet Fee	\$25.00

Subtotal:	\$1,305.00
Previous Balance:	\$0.00
Late Fee (if applicable):	\$0.00
<b>Total Due:</b>	<b>\$1,305.00</b>

### Important Notes:

- This invoice recurs monthly. Please pay the total amount due by the indicated due date.
- Late payments may result in additional fees as stipulated in your lease agreement.
- Keep this document as proof of rent payment for financial and legal records.
- Contact the property manager if there are any discrepancies with the charges listed.