

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
Total Due:	\$1,305.00

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.