

PROPERTY MANAGEMENT INVOICE

Invoice Number:

Date:

Property Name:

Due Date:

Property Address:

Billing Period:

CLIENT / OWNER INFORMATION

REMIT PAYMENT TO

DESCRIPTION OF MANAGEMENT SERVICES	BASE / %	RATE / COST	AMOUNT
Base Property Management Fee			
Leasing Commission / Renewal Fees			
Maintenance Coordination Fee			
Marketing & Advertising Fee			
Administrative & Postage Fees			
Other: -----			

Subtotal:

Tax / VAT:

Total Due:

Payment Terms & Instructions:

Authorized Signature

Date

Thank you for your business.