

RETAIL SPACE TENANT MONTHLY INVOICE

Invoice No: _____
Invoice Date: _____
Billing Period: _____
Due Date: _____

LANDLORD / PROPERTY MANAGEMENT

TENANT / RETAIL OPERATOR

PROPERTY & PREMISES DETAILS

LEASE REFERENCE DETAILS

DESCRIPTION OF CHARGES	UNIT / SQ. FT.	RATE	AMOUNT
Base Rent			
Common Area Maintenance (CAM) / NNN			
Property Taxes			
Property Insurance Contribution			
Marketing / Promotional Fund Contribution			
Percentage Rent (Based on Gross Sales Audit)			
Utilities (Submetered / Pro-rata)			
Trash & Recycling Services			

Subtotal	
Tax / VAT	
Total Due	

PAYMENT INSTRUCTIONS & TERMS

* Payments received after the due date are subject to late fees as specified in the lease agreement.

Authorized Signature: _____