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123 Main Street
AnyTown, NY 01120

Space Rent Statement

Statement Date: <ST Date>

Bill To

<BillName>
<BillAddress>
<BillCity>, <BillSt> <BillZip>

Property Address

<PropertyAddress>
<PropCity>, <PropSt> <PropZip>

Account Number	<Acct#>
Payment Due Date	<DueDate>
Amount Due	<AmtDue>
Current Payment Due	Amount
<Item>	<Item Amt>
Total Amount Due	<TotDue>

Transaction Activity

Date	Transaction	Amount	Balance
<TransDate>	<TransDescription>	<TransAmt>	<TransBal>

We are here to help! Call (212) 555-1212

Important Messages

<ImportantMessages>

Acct #: <Acct#>

<BillName>
<BillAddress>
<BillCity>, <BillSt> <BillZip>



We R Rents
123 Main Street
AnyTown, NY 01120

Amount Due	
Due By <DueDate>	<TotAmtDue>
Make Payable: We R Rents	
NOTE: a 5% Late Fee will be charged on payments received after the 5 th of the month.	

Please designate how you want us to apply any additional funds.

Additional Rent: \$ _____

Total Amount Enclosed: \$ _____

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