

TENANT CHARGES

The charges listed below would be incurred by the tenant for common actions that would go above and beyond the normal lease agreement, the normal activities for a tenant, or any other actions outside of routine operations. These charges have been put in place to offset the cost and time involved needed to address each issue listed below on behalf of the tenant and are charged on a case by case basis.

1. Weekend Walk Thru Fee: \$125

This fee would be charged if the tenant requests an in-person walk thru on a weekend to move into the home. Through normal procedures, an escorted walk thru of a property with the tenant and a representative of Modern Day Property Management on the weekend is above and beyond the regular practice of a vacant home walk thru.

2. Lease Administration Fee: \$150

This fee is charged to offset the cost of coordination and time involved in preparing and signing a new lease agreement with a tenant. It is disclosed in the application process and on your good faith estimate of move in costs

3. Renewal Lease Preparation Fee: \$50

This fee would be charged once a tenant signs a lease renewal with MDPM. It is meant to cover the administrative efforts and walk thrus involved in completing a lease agreement extension.

4. In Person Lease Signing Fee: \$75

This fee is charged to offset the cost of our staff member's time if a tenant is requiring to come into the office to sit down with our leasing department in order to go through the lease line by line to ask questions regarding the content of the lease. Disclosure: We are not attorneys, so any questions concerning the lease forwarded to MDPM may be considered legal questions which they are not allowed or obligated to answer. We recommend if there are concerns over the lease signing process that a tenant consult with their attorney prior to signing.

5. Lease Processing Fee For Lease Modifications: \$50

This fee would be charged if a tenant wants an administrative action taken that will cause their lease agreement to be modified. If a tenant wants to remove an occupant from a lease agreement, add an occupant to a lease agreement, add a pet to a lease agreement or anything that will cause the lease to be modified, a one-time processing fee of \$50 charged to the tenant ledger.

7. Utility Cross Over Fee: \$75

This fee would be charged if the tenant fails to cross over utilities in a timely manner. Not only would the tenant be responsible for utilities from the day the lease started, but they would also be charged this fee if additional efforts have to be made to ensure they properly turned over utilities.

8. Early Move In Fee: \$50

This fee would be charged if a tenant requests an earlier move in date than what the original lease was written and signed for. To make this change requires additional paperwork and coordination.

9. Holdover Fee: Three (2) Times Monthly Rent

This fee would be charged if the tenant has remained in the home after the proper 60 day notice to vacate was delivered in accordance with the lease agreement. Per the lease, a charge of two times the monthly rent will be applied. Reference: *Residential Lease under "Renewal" Section.*

10. Notice to Vacate Posting: \$50

This fee would be charged if the tenant is late in paying rent. A notice to vacate will be posted on the front door and the charge will be assessed to the tenant.

12. Cleaning Fee: \$595 (Maids and Carpets Cleaned)

This program has been set up to offer tenants the option of paying MDPM to have their home cleaned upon move out. This often saves the tenant time and in a lot of cases money because we are passing along our discount to the tenant. We have seen tenants spend in excess of \$700 to \$900 in maid service and professional carpet cleaning by contacting unknown vendors. If MDPM is allowed to clean the home on the tenant's behalf, it will eliminate any further liability the tenant may occur for cleaning that was not done correctly. Example: A tenant pays a maid service \$350 to clean the home and they forget to wipe down the tops of the refrigerator, ceiling fans, or blinds. In order to make the home ready for the next tenant, we would have to send another cleaning crew into the home and charge the tenant. At that point, the tenant has paid two times to clean the same home. We recommend to all tenants that they allow us to clean the home on their behalf at the end of a lease.

13. Rush Move In Fee: \$100

This fee would be charged to a tenant if the tenant is in a severe rush to move into a home. Example: The tenant applies on a Thursday afternoon, and wants to move in on Friday. If the tenant receives an application approval, in order to facilitate such a quick move in we have to drop everything to accommodate for such a quick turnaround. In this case, the tenant will be charged an extra \$100 to facilitate this action.

14. Later Move In Date Change Fee: \$50

This fee would be charged to a tenant if a move in date needs to be modified for a later move in. If the terms to the later move in are acceptable to the owner, a later move in can be arranged. This would incur a fee because of the lease agreement having to be modified, and utilities needing to be kept on the property longer. A later move in will be addressed on a case by case basis.

15. Stand Up Fee: \$65 per occurrence

This fee would be charged to a tenant if MDPM agents, landlord or vendor is denied or unable to access the property after a scheduled appointment or is denied access after given proper notice to the tenant for any reason: Pets, Deadbolt left locked, Security System Armed Etc. This fee is in addition to any vendor service charges for no shows or denied access as we have to re-coordinate another available time with the vendor and tenant.

16. Late Fees for Rent: \$50 first day, \$5 a day thereafter

This fee is in the standard lease agreement. On the 2nd day of each month, if no rent is paid to that point, a \$50.00 late fee is assessed and each additional day after that is \$5.00.

17. Returned Payment - NSF Fee: \$50

This fee will be charged to the tenant in the event of a returned electronic payment, a returned personal check, or any type of failed payment submission that was due to tenant error.

18. Roommate Change Out Fee: \$75

This fee will be charged if an approved tenant is leaving the lease agreement, and another approved tenant is remaining behind in the home. There is a charge for this to modify the lease agreement, and have the proper forms signed. An example would be in a non-married couple decides to rent a home in both of their names and then one wants off the lease and out of the property. To modify the lease, and to cover the administrative time involved – a fee will be charged.

19. HOA Admin Fee: \$25

This fee will be charged anytime the homeowner or the property manager receives a letter for negative reasons from the Home Owner's Association. The most common examples are the lawn needing to be mowed and edged (tenant responsibility), the garbage cans to be placed out of sight on non-garbage pick-up days, basketball goals left on the curb, and un-authorized boats or trailers parked in the driveway or on the street. If any letter or notice is received from the HOA because of tenant actions, we must pass along that information to the tenant, add that into the tenant file, respond to the owner, and follow up with the HOA. There will be a \$25 charge added to the tenant ledger.

20. Rekey lockout fee: \$150

This fee will be charged if the tenant locks themselves out of the home and has requested assistance from MDPM. Additional charges may be incurred depending on if the doors have to be drilled into, or they can be merely picked. A re-key charge may also be assessed if the keys were lost. MDPM often maintains a copy of a key in the office lockbox, but that can often only be retrieved during normal business hours. The tenant may call their own locksmith to access the home, but if keys are changed copies must be provided per the lease agreement.

21. Certified Letter Fee: \$25

This fee will be charged if for any reason the tenant is sent a certified letter for negative reasons. This can be applied for a pending eviction, and un-authorized pet, or a non-responsive tenant to email and phone calls.

22. After Hours Maintenance Fee: \$75

This fee will be charged to a tenant in the event that an after-hours maintenance call is required for a routine service call. We understand that tenants have careers and can only be home at certain times after work or on the weekends – the same applies to our staff. It is the policy of MDPM to not perform any work on a property on behalf of the tenant without the tenant being home to allow for access to the home. We feel this will avoid any issues of missing items in the home, or any uneasy feelings of key security. We do not operate like an apartment complex where our maintenance staff will access your home at any time day or night. This fee will be assessed on a case by case basis and does not apply for emergency service calls such as HVAC or water leaks.

23. Collection Administrative Fee: Higher of \$300 or 20% of Total Balance

This fee will be charged to a tenant in the event we have to initiate a collection to recoup any funds owed to MDPM. This will include late fees, NSF Fees, or any other past due items.

24. Stop Payment Fee: \$50

This fee will be charged if a tenant does not receive a check from MDPM for any reason that is the fault of the tenant. An example where this would apply is if we were provided the wrong forwarding address and the check is lost in the mail. We will have to stop payment on that check, and then re-issue another check. We are charged by our bank for any stop payment on a check and that cost would be passed along to the outgoing tenant.

25. Re-Issue Check Fee: \$25

This fee would be charged if we have to re-issue a lost check to a tenant for any reason determined to be the fault of the tenant. It will usually coincide with the stop payment fee.

26. Administration Fee for Cleaning or Repairs: \$200

This fee would be charged if MDPM has to make additional arrangements to provide maid service, lawn service, carpet cleaning, or repairs to any damages done to the home that calls for repair because of tenant negligence. Receipts are kept for costs involved, and can be provided to tenant. This fee is meant to cover the administrative cost in organizing this work on the tenant’s behalf.

27. Lock Box Stand Up Fee: \$50

This fee would be charged if a tenant removes the lockbox off a home without prior permission from MDPM. Often times, tenants will be allowed access to their home during odd times for convenience through the lockbox attached to the home. In most cases a locksmith is scheduled to changes locks the next day. If a tenant removes that lockbox without permission and puts it in their home or garage we often waste a trip-to the property to recover that only to find out it was removed.

28. Annual Pet Inspection Fee: \$100

This fee is applied to all tenants who have an approved pet and pet agreement in their lease agreement. Any pet damage noted during the Pet Inspection must be corrected within 14 days. A member of the MDPM staff will conduct a re-inspection to ensure damages have been corrected and may incur an additional Annual Inspection Fee. If the annotated damages have not been corrected, MDPM will dispatch a contractor to fix the damages at tenant cost.

29. Delinquency Carrying Fee: 5% of Balance Due

This fee is applied to a tenants delinquent balance 30 days after a tenant has received proper notice via email that there is a balance due, what the amount is, and when that payment is due.

30. Monthly Tenant Administration Fee \$8.00

This monthly fee offsets the cost of ACH payments, Tenant Portal Access with Online Payments, Online Maintenance requests, Electronic Statements etc.

31. Monthly Preventative Maintenance Program \$20.00

This monthly fee pays for the AC/Furnace filter to be used by a tenant at the property they are renting. Prices include total number of filters needed and covers shipping to the property. Failure to change the filters monthly will result in a \$50.00 penalty fee.

32. Tenant Liability Insurance

It is required that our tenants have tenant liability insurance per your lease agreement. Cost through MDPM \$14.50 per month plus a \$3.00 per month administration fee for a total of \$17.50 per month. This insurance can be provided to the tenant at \$17.50 per month and added to the tenant ledger for payment each month. Tenant has the right to Opt Out of this requirement by providing adequate and acceptable coverage as illustrated in this paragraph and approved by MDPM.

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