



2023

Administrative and Management Service Charges

The following Administrative Charges may be issued during your occupancy per occurrence of the items listed below:

Property Management Administrative Charges

Changes to Lease Document	\$50.00
*To include adding or removing residents named on the lease	
Lease Violation – Admin Fee	\$50.00
Unauthorized Pet – Initial Fee	\$100.00 per pet
Unauthorized Pet – Daily Fee	\$10.00 per pet**
** Daily fee will occur until pet is removed or pet screening process is approved & completed.	
Eviction Court Administrative Fee	\$100.00
Additional Court cost & fees	Varies

Maintenance Administrative Charges

Missed Maintenance Appointment	\$50.00
Maintenance Unable to Enter Home	\$50.00
Tenant Scheduled Quarterly Appointment	\$35.00
Dirty HVAC Filter	\$100.00
Smoke Detector: Removed, Disabled, or Tampered With	\$100.00 per detector
Smoking Violation – Evidence of smoking in the home	\$250.00 **
** Additional fees for any damages, odor removal etc.	
Pest Control: Roaches and / or Fleas Initial Violation Charge	\$100.00 *see next line
Plus, the cost of pest service by licensed professional.	Varies
** Additional fees each retreatment as determined by Pest Company	
Damage to Property – Initial Fee	\$50.00
** Additional cost for repairs and labor.	
Unsanitary conditions – Initial Fee	\$50.00
** Additional cost for cleaning.	