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### **Lease Addendum: Administrative Fees**

The following non-recurring fees may be charged to the Resident if applicable. These fees are in addition to, and not in lieu of, any actual costs, damages, or remedies allowed under the Lease or applicable law. The fees shown are subject to change with a 30-day notice.

#### **I. Lease Administration Fees**

- Lease Change Fee – \$50.00
  - For processing amendments to the lease, including but not limited to the addition or removal of occupants, pets, guarantors, or co-signers.
- Returned Payment (NSF) Fee – \$50.00
  - For each returned, reversed, or failed payment.
- Eviction Administrative Fee – \$100.00
  - To cover administrative time, processing, and preparation related to eviction. This fee does not include court costs or charges.

#### **II. Maintenance & Access Fees**

- Trip Charge – \$75.00
  - Charges when a resident fails to provide access for a scheduled appointment or when a service request is determined to be outside the scope of landlord-responsible repairs. This does not include repair and labor charges.
- Quarterly Assessment Reschedule Fee – \$35.00
  - For changing the date of a quarterly inspection from the original scheduled appointment.

#### **III. Lease Violation Fees**

- General Lease Violation Fee – \$50.00
  - For non-compliance with any provision of the Lease not otherwise listed.
- Smoking Violation Fee – \$250.00
  - Initial violation fee for evidence of smoking found outside of the allowed perimeter determined by the lease. This fee does not include the costs associated with resolving any smoke damage to the home.



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- Smoke Detector Tampering / Removal Fee – \$100.00 per detector
    - For removing, disabling, or tampering with smoke detectors or other safety devices.
  - Dirty or Missing HVAC Filter Fee – \$100.00 per filter
    - For failure to maintain HVAC filters as required under the Lease.
  - Pest Resolution Fee – \$100.00
    - If pest infestation is determined to be caused by Resident neglect or failure to comply with Lease obligations. This fee does not include the costs associated with resolving any pest issues on the property.
  - Cleaning / Trash Removal Fee – \$50.00 per bag.
    - For excessive trash, debris, or required cleaning beyond normal standards. For third-party assistance, the resident is responsible for reimbursement of the invoice.
  - Property Damage / Unsanitary Conditions Fee – \$50.00
    - For damage to property or conditions that create a health, safety, or sanitation concern.