



Tenant Fee Schedule

In addition to the fees stated the Residential Lease, these charges have been put in place to offset the cost and time involved addressing each issue listed below on behalf of the Tenant. Some, but not all of the fees listed here are also listed in the main Residential Lease.

Failing to Transfer or Connect Utilities Fee - \$75.00

Fee charged when a tenant fails to connect utilities in their name after taking possession of the property. Also, the resident will be charged prorated utility charges.

“Notice to Vacate” Eviction Posting Fee - \$100.00

This fee is charged when rent is late, and we have to physically deliver or post Notice to Vacate at the property. The \$100.00 fee will be assessed to the tenant in addition to late charges.

Failure to Make the Property Accessible for Any Reason Fee - \$40.00 per occurrence

If Landlord or Landlord’s agents are denied or are not able to access the property for any reason: pets, deadbolt left locked, security system armed, etc. See Paragraph 14C of the Residential Lease for additional information.

HOA and Lease Violation Administration Fee - \$25.00

This fee will be charged anytime the homeowner or Shine Residential Management receives a letter for rule enforcement from the Homeowner’s Association (HOA), and/or tenant has violated a condition of the lease agreement. This fee is in addition to any fine charged by the Homeowner’s Association.

The most common examples are failure to properly maintain the lawn and landscaping, garbage cans left insight from the street on non-garbage pickup days, unauthorized boats or trailers parked in the driveway or on the street, A/C filters not being changed monthly, unauthorized pet on the property, unauthorized trampolines, etc.

If Shine Residential Management must re-inspect the property for a Tenant’s lease violation, Tenant will also be charged a \$50 inspection fee per occurrence.

Walk Through Fee - \$100.00

This fee is charged if tenant requests an “in person” walk through either to move into the property or when moving out of the property. An escorted walk through of a property with the tenant and a representative of Shine Residential Management is above and beyond the regular practice of a vacant home walk through requiring additional time and resources to be expended.

Failure to Maintain Utilities - \$150.00

Tenants vacating the property are required to maintain utilities until Tenant has completed all cleaning as required by the Residential Lease. Failure to maintain utilities requires the staff to reschedule and dispatch the inspector and schedule utilities to be reconnected. Thus delaying any repairs that might be needed potentially costing the owner days of rent.

Failure to Return Keys - \$75.00

Failure to turn in keys means that the tenants have not returned possession of the property back to Shine Residential Management and tenants can be charged additional rent. The lease states the Tenant

Initials _____ Initials _____ Initials _____ Initials _____

must return all keys, remote controls, and pool/property access passes. Failure to do so causes additional staff time locating and coordinating the re-issuance of said devices. The amount charged for lost remotes and pool/gate access devices will be their combined retail value.

Returning Remotes without batteries or with dead batteries - \$40

This fee is charged if the tenant returns the garage door remote controls with dead batteries or with batteries missing. Remedying this issue causes our staff to make two trips, one to the store for the battery and one to the house to reprogram the garage door opener.

Stop Payment Fee/Rejected EFT - \$40.00

This fee is charged if a tenant does not receive a check from Shine Residential Management for any reason that is the fault of the tenant. An example would be if we were provided the wrong forwarding address and our check to you is lost in the mail. This necessitates a stop payment on that check and issuance of another check. We are charged a fee for stop payment by our bank and this fee helps cover the additional expenses.

Court Filing Fee - \$100.00

In the event a tenant has received a Notice to Vacate and failed to bring their account current, an Eviction Suit must be filed in the Justice Court. This fee is to cover the cost of preparing the necessary paperwork and the time to physically file at the court. This charge is in addition to any cost associated with the eviction including but not limited to attorney fees and cost charged by the court.

Court Appearance Fee - \$100.00

In the event that a trial is scheduled due to the tenant's failure to resolve any issues surrounding the Notice Vacate, this charge is applied to offset the cost of an employee to appear in court. This charge is in addition to any cost associated with the eviction including but not limited to attorney fees and costs charged by the court.

Rent Payment by Means other than Electronic Funds Transfer Fee - \$10.00 per payment

This fee is charged when a tenant chooses to pay for rent by a means other than an electronic funds transfer. For example, personal check or money order. Cash is never accepted as payment for rent. See Paragraph 5D3 of the Residential Lease and Tenant Acknowledgments for more information.

Satellite Dish Fee - \$250.00

This fee is charged to the Tenant if the Tenant mounts or allows a satellite dish to be mounted to the house (this includes walls, trim, fascia, roof, eaves, chimney, etc.). Satellite dishes may only be installed on a post in the yard.

Unauthorized Occupant Fee - \$500.00 + \$10.00/day of Violation

It is a violation of your lease to allow any persons to reside on the property that are not specifically listed in the Residential Lease, Paragraph 12A.

Unauthorized Playscape Fee - \$200.00

This fee is charged to the Tenant if the Tenant installs a playscape to the property without express written permission from the Landlord and does NOT sign a Liability Waiver.

Tenant Date

Tenant Date

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