



Tenant Fee Schedule

Below are the agreed upon tenant fees to offset the expense that each action may incur.

Should a court find any clause in this document unenforceable, the remainder of this document will not be affected and all other provisions in this lease will remain enforceable.

Lease Processing - \$229 one time

To prepare and facilitate the lease signing for all tenants. This includes a Move In & Move Out Property Condition Report with complete with Photos. Typically 50+ pages of photos depending on the size of the home.

Tenant Benefits Package - \$35 monthly

- Credit Building through Positive Credit Reporting
- Air filters for the entire home will be delivered on a set schedule.
- Lockbox Move In & Move Out. This allows you to access the keys AT the property and on YOUR schedule.
- Online Rent Payments via the Tenant Portal is Included
- Online maintenance requests are included
- Utility Concierge Service

Physical Check Payment Processing - \$5

Charged each time a payment is processed using a physical check or money order mailed into the office.

Pet Administration Fee - \$49 per pet or cage

One time fee per pet or cage added to the lease

Pet Rent - \$35 per Dog or Cat

Will be added to the monthly lease amount. This is to cover additional wear & tear caused by pets.

Lease Modification - \$49

To facilitate the communication and document prep in the event tenant(s) desire to change their lease, such as adding / deleting roommates, etc.

Stop Payment Fee - \$50

In the event a tenant requests Bluefax PM to stop payment and reissue another check due to no fault of Bluefax PM. Typically for lost checks, etc.

Tenant Signature(s)_____ Date_____



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Certified Mail Fee - \$24

In the event Bluefax PM is required to send a 'Certified Letter' to the tenant, such as non payment of rent, failure to respond to Phone or Email communications within a reasonable time, or other negative reasons.

HOA Violation Notice Fee - \$19 (First notice is at no charge)

This fee is to be charged anytime Bluefax PM receives a notice from a Home Owner's Association about a rules violation. The most common reasons for receiving a notice are for not cutting the grass in a timely manner, weeds not being treated (different from not being cut) and trash cans / other items stored within public view.

Make Ready Documentation & Coordination - \$195

In the event property is returned not 'Rent Ready' and Bluefax PM has to document and coordinate the make ready/repair of the unit. Normal wear and tear alone will not trigger this charge.

Notice to Vacate (Eviction Filing) - \$79

Charged in the event we have to physically post a Notice to Vacate a property due to a Breach of Lease, such as non payment of rent. Owner reserves the right to seek all reasonable and necessary costs to evict tenant(s), including attorney fees.

Failure to Return - Keys \$25 / Garage Remotes \$49 ea / Gate Remote \$49 ea / Pool Card or FOB Cost + \$19 processing

In the event tenant fails to return the keys/remotes/pool cards to Bluefax PM at move out

Court Appearance - \$125

In the event BluefaxPM has to appear in court for any reason regarding your lease. This in addition to any associated court costs or other legal fees incurred.

Tenant Signature(s)_____ Date_____