



ONE Innovative Management, LLC TENANT FEE SCHEDULE ADDENDUM

Property Address: _____

1. Failure to Transfer or Maintain Utilities – \$75 per occurrence

Tenant is required to transfer and maintain all required utilities in Tenant's name for the duration of the Lease. If Tenant fails to connect, transfer, or maintain utilities after taking possession of the Property, Tenant will be charged a \$75 administrative fee, plus any actual prorated utility charges incurred by the Owner or Property Manager.

2. Rent Payment Processing & Manual Payment Fee

Online Payments (Required): Rent is required to be paid through the Tenant Web Portal. The current processing fee for online payments is \$2.50 per electronic funds transfer, subject to change with proper notice.

For past-due rent, online portal payments may be disabled after the 10th day of the month (or the next business day if the 10th falls on a weekend or legal holiday). After that time, rent must be delivered in the form of a cashier's check, as directed by Property Manager.

Manual Payment Processing Fee – \$25 per payment: Any payment submitted outside the Tenant Web Portal (including personal checks or cashier's checks) will incur a \$25 manual processing fee. Money orders are not accepted. No manual payment fee will be charged if an alternative payment method is required due to portal outage or written direction from Property Manager.

3. Late Rent Notice – 3-Day Notice to Vacate Preparation Fee – \$35

If rent has not been received by the 7th day of the month (or the next business day if the 7th falls on a weekend or legal holiday), and a 3-Day Notice to Vacate for Nonpayment of Rent and Demand for Possession is prepared and delivered due to Tenant default, Tenant will be charged a \$35 administrative fee.

4. Returned Payment / NSF Administrative Fee – \$30

Any payment returned for insufficient funds, stop payment, or bank rejection will result in a \$30 administrative fee per returned item, separate from and in addition to any bank fees assessed.

5. Certified Letter Administrative Fee – \$25

A \$25 administrative fee will be charged each time Tenant is sent a certified letter due to lease violations or non-compliance.

6. HOA Violation & Lease Violation Administration Fee – \$45 per notice

A \$45 administrative fee will be assessed when ONE Innovative Management, LLC or the Owner receives an HOA violation or compliance notice caused by Tenant.

7. Re-Inspection Fee – \$95 per occurrence



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If Tenant fails to timely correct a documented lease or HOA violation after written notice and a reasonable opportunity to cure, and a re-inspection is required to verify compliance, Tenant will be charged a \$95 re-inspection administrative fee per occurrence.

8. Lease Modification / Administrative Processing Fee – \$150

A \$150 administrative processing fee will be charged for any Tenant-requested modification to the Lease.

9. Failure to Return Keys or Access Devices

Tenant must return all keys, remotes, gate openers, and access devices at move-out. If keys are not returned, Tenant will be charged the actual cost of re-keying or lock replacement, up to \$100 per affected door, plus applicable administrative coordination costs.

10. Eviction Administrative Fee – \$250

If Tenant fails to cure default after required notice and an eviction filing becomes necessary, Tenant will be charged a \$250 eviction administrative fee upon filing.

11. Tenant-Caused Repairs at Move-Out

Tenant will be charged for actual, reasonable costs incurred for cleaning, repairs, and replacements required due to Tenant-caused damage beyond normal wear and tear. An administrative coordination fee equal to 10% of invoiced costs may be applied.

12. Credit Reporting Notice

Tenant acknowledges that rental payment history may be reported to consumer credit reporting agencies as permitted by law.

Tenant Signature: _____

Tenant Signature: _____

Property Manager: _____