



201 S. Lakeline Blvd, Ste 804  
Cedar Park, TX 78613

Office: 512-740-8082  
Fax: 858-777-7057

## Resident Fee Outline <sup>v1.1</sup>

Page 1 of 5

**The fees below are in addition to the fees stated in your lease agreement. They have been put in place to offset the time and expense that is needed to address each issue below on behalf of the resident.**

### **Administration Fee- \$100**

- Fee is due within 24 hours of submission of an application for rental.
- When a lease renewal is signed
- Lease modification- Tenant/occupant removal or addition to the lease, adding a pet to the lease, or anything that will cause a modification to the lease. Fee due prior to any amendments to the lease.

\*Tenant and pet additions- New tenants must also apply individually and qualify before being added to the lease. Pet fees and deposits will also be due at the time of the amendment.

\*Removal of a financially responsible party from the lease is not permitted until the end of the lease.

### **Air Conditioner Filters- \$10 per month**

Lite Allergen Filter(s) will be shipped direct to the property at your expense, and \$10 will be added to your rent every month. The only filters to be used at the property are the ones shipped to you by the landlord.

Shipments will arrive every 3 months with the exception of the high-density large system filters that need to be changed every 6 or 12 months (landlord will specify per property).

\*Higher grade filter options are available *upon request* and at an increased rate listed below.

### **Additional Filter options:**

- MicroAllergen- \$12 per month
- SuperAllergen-\$15 per month

Tenant(s) will be financially responsible for any repairs to the HVAC system that may be caused by your negligence if filters are not changed or installed improperly when delivered.

### **Non-Sufficient Funds Fee- \$100**

If your draft fails due to non-sufficient funds you will be charged an NSF fee plus all applicable late fee's until funds are received in full.

### **Failure to discontinue autodraft- \$50**

It is the tenant(s) responsibility to cancel the auto-draft within your portal after your final month of rent has been paid.

Tenant Initials: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_



201 S. Lakeline Blvd, Ste 804  
Cedar Park, TX 78613

Office: 512-740-8082  
Fax: 858-777-7057

## Resident Fee Outline v1.1

Page 2 of 5

**The fees below are in addition to the fees stated in your lease agreement. They have been put in place to offset the time and expense that is needed to address each issue below on behalf of the resident.**

### **Rent refund due to tenant, because of failure to complete the following- \$50**

If a pro-rate is due for the last months rent, the following must be completed by the tenant and failure to do so will result in this fee due.

- Log into your tenant portal and skip the last month's rent payment. This must be completed no later than 5 business days prior to the 1<sup>st</sup> day of the last month.
- Log into your portal and send a "One-time payment" for the pro-rate due on or before the 1<sup>st</sup> day of your last month's rent.

### **Pilot light lit - \$100 for one unit and \$50 for each additional**

\*Applicable for properties with gas only.

This is something that the gas company does for you when you activate service and is not an expense that the landlord will incur. *Ex items w/pilot lights: Water heater, Furnace, Gas fireplace (w/decorative fake logs)*

If for any reason you may need assistance from our contractors in doing so, a fee will be charged as stated above and is due before the service will be scheduled. A maintenance request must be submitted via our website. This must be scheduled at minimum 5 business days in advance. It will not be treated as an emergency if scheduling is failed to be completed as stated.

### **Failure to transfer or connect utilities- \$75**

Fee is charged when a resident fails to connect utilities in their name after taking possession of the property. If utilities are disconnected during lease, or not left on for 5 business days after move-out (per move-out check list) \*In addition, pro-rated utility charges will be due immediately.

### **Failure to Maintain Utilities fee- \$150**

- If utilities are disconnected during the duration of the lease and switch back to the Landlord for any reason fee will be assessed plus pro-rated cost for utilities.
- Electric and water must be left on in your name for 5 days after your lease expiration/move-out. This allows our staff to perform a move-out inspection. If services are disconnected, charges for re-connection fees, and daily rates for the 5 days will also be at the resident(s) expense.

### **Un-Authorized Pets- \$300 + \$20 per day**

At no time during the duration of your lease may any animals "Visit" the home unless they have been approved and are on the lease. Per your lease section 9(B)2 a fine will be assessed of \$300 plus \$20 per day thereafter per pet for each day the tenant violates the pet restrictions.

Tenant Initials: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_



201 S. Lakeline Blvd, Ste 804  
Cedar Park, TX 78613

Office: 512-740-8082  
Fax: 858-777-7057

## Resident Fee Outline <sup>v1.1</sup>

Page 3 of 5

**The fees below are in addition to the fees stated in your lease agreement. They have been put in place to offset the time and expense that is needed to address each issue below on behalf of the resident.**

### **Trip Fee- \$100**

A trip fee will be charged to the tenant for the following reasons in addition to section 14(C) of the lease agreement. If and when a trip fee is charged, it must be paid within 7 days via the "One-time payment option within your tenant portal". \*This trip fee is payable to 360 Properties, LLC, and is separate from a trip fee that contractors may charge for appointment cancellation. Tenant will also be financially liable for the contractor trip fee if charged for canceled/no show for repair/maintenance appointments.

- Failure to meet a scheduled contractor at the property and provide access to the interior of the property.
- Turning away contractors when an appointment was made prior.
- After hours non-emergency maintenance
- After hours lost key replacement or access into the property.
- Failure to make property accessible for showings for any reason or if landlord or landlords' agents are denied access or are unable to access the property due to pets, deadbolt left locked, security system armed etc.

### **"Notice to Vacate" Eviction posting fee- \$175**

When a notice to vacate is physically delivered or posted at the property due to failure to pay rent. \*In addition, the Landlord/Landlord representative reserves the right to seek all reasonable and necessary pre-litigation fees.

### **Eviction court landlord representation fee- \$100 per hour**

An hourly rate of \$100 will be payable to 360 Properties LLC for all court related matters in regards to eviction proceeds for every trip including travel time from our office to and from the court.

\*In addition, all court costs, filing fees, attorney fees, and postage will be at the tenant's expense.

### **Certified Letter Fee- \$25**

This fee will be levied for any occasion the resident is sent a certified letter for negative reasons. Examples are pending eviction, an unauthorized pet, failure to respond to email and telephone correspondence from 360 Properties LLC; or any other lease violation.

### **Stop Payment Fee- \$50**

This fee is charged if a resident does not receive a check from 360 Properties LLC for any reason that is the fault of the resident. Ex. Tenant provides wrong forwarding address, and it gets lost in the mail. We get charged a fee by our bank, and the cost is passed on to the outgoing resident.

Tenant Initials: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_



201 S. Lakeline Blvd, Ste 804  
Cedar Park, TX 78613

Office: 512-740-8082  
Fax: 858-777-7057

## Resident Fee Outline <sup>v1.1</sup>

Page 4 of 5

**The fees below are in addition to the fees stated in your lease agreement. They have been put in place to offset the time and expense that is needed to address each issue below on behalf of the resident.**

### **HOA & Lease Violation Admin Fee- \$25**

Fee will be charged immediately for each lease violation and each HOA rule enforcement letter received from the Homeowners association by Landlord/Landlords representative.

\*In addition, if a fine is assessed/charged by the HOA the tenant will also be responsible for full payment made to 360 Properties LLC.

Common violation examples but not limited to, are listed below:

- Failure to properly maintain the Lawn (Mowing, edging, trimming, weed control, maintenance of beds)
- Trash receptacles left in plain sight on non-trash day. They must be stored in the garage or backyard.
- Unauthorized boats or trailers
- A/C filters not being changed
- Unauthorized pet on property (*\*Additionally, all violation fees per the lease will be due as well*)
- Unauthorized trampolines, pools, or playscapes

If 360 Properties LLC must re-inspect property for a resident lease violation, resident will also be charged a \$65 inspection fee per occurrence.

### **Oil Stains on driveway or in garage- \$1000 fine**

At move-out if any oil stains are visible a fine of \$1000 will be deducted from your deposit plus any and all charges for attempts to remove the stains.

*At the beginning of your lease, be sure to notate any existing oil stains on the drive way or garage floor on your provided inventory and condition.*

### **Move-Out Property Report- \$100**

This charge is assessed when the property is not left in make-ready condition per your move-out checklist.

### **Make-Ready Coordination Fee for Cleaning or Repairs- \$100**

This fee will be charged if additional arrangements are needed at the time of move-out to provide maid service, lawn service, carpet cleaning, or if damages to the home call for repair because of the Residents negligence. \*Tenant will be responsible for all cost associated with damages as well per their lease.

Tenant Initials: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_



201 S. Lakeline Blvd, Ste 804  
Cedar Park, TX 78613

Office: 512-740-8082  
Fax: 858-777-7057

## Resident Fee Outline v1.1

Page 5 of 5

**The fees below are in addition to the fees stated in your lease agreement. They have been put in place to offset the time and expense that is needed to address each issue below on behalf of the resident.**

**Collection agency fee if balance owed after move-out-** 40% + 8.25% tax of balance owed

If you have an unpaid balance due after move-out, all attempts of collection will be at your expense and fee will be added to your debt of 40% + 8.25% tax.

A poor rental reference will be given and collections filed with all resident(s) credit bureaus. Legal recourse may also incur by the Landlord or Landlords Representative.

**Failure to return keys-** \$75

Failure to turn in keys means that the residents have not returned possession of the property back to 360 Properties LLC, and Residents can be charged additional rent. The lease states the residents must return all keys, remote controls, and pool/property access devices. 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.

By initialing and signing each page of this resident fee outline, you acknowledge that you have read every page in full, and agree to promptly pay the fees when applicable/due.

Tenant printed name: \_\_\_\_\_

Tenant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant printed name: \_\_\_\_\_

Tenant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant printed name: \_\_\_\_\_

Tenant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant printed name: \_\_\_\_\_

Tenant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Landlord's Representative Name:** *360 Properties, LLC; Nicole Martin*

**Landlord's Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Tenant Initials: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_