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Resident Charges Overview

This Lease Addendum ("Addendum") is hereby incorporated into the existing lease agreement ("Lease") between _____ ("Landlord") and _____ ("Tenant") for the property located at _____. The fees outlined below are intended to offset costs and administrative time associated with providing services and addressing issues related to the lease.

Items marked with an asterisk (*) are only charged when the specific event occurs. All other charges may apply either as a one-time fee or on a recurring basis as specified.

Lease Processing Fee

\$175 (one-time)

Covers preparation and facilitation of the lease signing process, including a detailed Move-In Property Condition Report with photos (typically 50+ pages, depending on the property size). This report will be shared with the Resident but does not replace their own required move-in inspection, which must be completed and submitted within the first 7 days of move-in.

Pet Fees

- **Pet Administration Fee:** \$75 per pet (one-time)
- **Pet Rent:** \$30-\$50 per month, determined by the PetScreening FIDO score.

Administration / Technology Fee

\$10 (monthly)

Covers costs associated with the resident portal, which provides features such as online payment options, access to lease documents, and a communication platform for direct interaction with management. It also includes secure digital record-keeping and 24/7 maintenance request management.

Physical Check Payment Processing Fee

\$5 per occurrence*

Per the lease agreement, all payments are to be made electronically. If prior approval for check acceptance is granted, this charge will be assessed each time a payment is processed using a physical check or money order.

Lease Modification Fee

\$75*

Charged when a request is made to modify the lease agreement, such as adding or removing roommates.

Utility Connection Fee

\$75*

Assessed when a Resident fails to connect utilities in their name upon taking possession of the property. Prorated utility charges and any service fees billed by the utility provider will also be passed to the Resident.

Notice to Vacate Eviction Posting Fee

\$50*

Charged when a notice to vacate is posted due to late rent payments and the initiation of eviction proceedings. This fee will be charged regardless of whether a payment plan is in place, the Resident has informed us of an intended payment date, or if the eviction process is not pursued.

Certified Letter Fee

\$25 per occurrence*

Assessed for sending certified letters regarding lease violations, unauthorized pets, or lack of response to correspondence.

After-Hours Maintenance Fee

Varies per occurrence*

This fee may vary depending on whether and what the vendor charges for after-hours maintenance that is not an emergency. Vendors typically operate within set business hours, and if a resident is unable to meet the vendor during those times, the vendor may agree to schedule outside of their normal business hours for an additional fee. In such cases, the resident will be responsible for covering that fee, even if the maintenance request falls under the owner's responsibility. This ensures the flexibility of scheduling while fairly addressing the additional cost incurred for after-hours service.

Missed Appointment Fee

\$85 per occurrence*

This fee is assessed when a resident fails to keep a scheduled appointment, including maintenance appointments with vendors, inspection appointments, or any other critical appointments set with the resident. These missed appointments not only inconvenience vendors and property staff but may also result in additional costs or delays in completing necessary tasks. By ensuring appointments are kept, residents help maintain efficient operations and avoid unnecessary fees associated with rescheduling or compensating for missed commitments.

HOA and Lease Violation Administration Fee

First Notice: No charge

Subsequent Notices: \$40 per occurrence

- This fee applies to HOA rule violations and lease breaches. The first violation in either category is waived, but any subsequent violations will incur a \$40 fee, regardless of whether the issue is the same or different.
- For example, if the first violation is an HOA issue (e.g., uncut grass), it is waived. A second HOA violation, or any further violations, will result in the \$40 fee. This fee is in addition to any HOA-imposed fines and covers administrative efforts for handling violations. Similarly, if the resident later receives a lease violation, it is treated as a separate instance, and the first lease violation will also be waived. Any additional lease violations will then be charged.
- Animal-related violations, as outlined in Paragraph 9.B. of the Texas Realtors Residential Lease, are an exception, with charges specific to the lease applying instead of the \$40 fee. This fee is in addition to any HOA-imposed fines and covers administrative efforts for handling violations.

Re-Inspection Fee

\$50 per occurrence*

This fee is charged when RESXV staff have already conducted an initial property inspection and a follow-up inspection is required to verify that any identified issues have been resolved. This applies to instances where an additional visit is necessary to ensure compliance or completion of required actions, covering the time and resources involved in the re-inspection.

Installation of Unauthorized Items Fee

\$100 per occurrence*

This fee is assessed for unauthorized installations, such as trampolines, play gyms, or pools, which must be removed unless approved by the management company. If the area where these items were installed requires restoration to its original condition—such as replacing dead grass under a pool or gym equipment—additional removal and repair costs may apply.

Unauthorized Satellite Dish Fee

\$250 plus removal and repair costs

This fee is assessed for unauthorized satellite dishes installed on the property or roof without prior written approval from the property management company. Residents wishing to install a satellite dish must first obtain written permission and ensure it is installed on a pole in the backyard. Properties with existing satellite dishes are not exempt, and residents may not reuse an existing satellite dish frame or holder to install a new dish. Unauthorized installations will result in a \$250 fee, and residents will also be responsible for the cost of removal and any necessary repairs to restore the property to its original condition.

Make-Ready Coordination Fee

10% of service cost*

Upon move-out, the property will undergo a thorough inspection. Any required maintenance or repairs exceeding normal wear and tear, cleaning of the property or carpets, or landscaping services will incur a 10% Vendor Coordination Fee in addition to the cost of the service. If the work falls under the Resident’s responsibilities as defined in the lease agreement, the cost, including the coordination fee, will be deducted from the security deposit.

Failure to Return Property Access Devices

Residents are responsible for returning all property access devices provided at move-in.

Failure to return these items upon move-out will result in the following charges:

- **Keys:** \$10 each
- **Garage Remotes:** \$50 each
- **Gate Remotes:** \$75 each
- **Amenity Cards/Fobs/Keys:** \$50 each

These charges cover the cost of replacing or reprogramming the missing devices to ensure security and access for future residents. Residents are encouraged to verify that all access devices are accounted for and returned to the management company to avoid these fees. Any missing, damaged, or unreturned items will be billed accordingly.

Stop Payment Fee

\$50*

Assessed when a stop payment and reissuance of a check is required due to Resident’s error, such as providing an incorrect forwarding address.

Court Filing Fee

\$50*

Assessed when eviction paperwork is filed with the court. Additional court and legal fees may also apply.

Court Appearance Fee

\$100*

Assessed if a court appearance is required during eviction proceedings.

Maintenance Vendor Access Fee

\$50 per hour*

Charged if RESXV staff must provide access to vendors due to the resident being unable to meet or schedule a required maintenance appointment. This fee applies when the maintenance or repair is necessary to prevent additional damage to the property.

Residents Name: _____ Signature/Date: _____

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