DMV Property Management Schedule of Additional Fees and Charges

Collecting rent, paying our landlords, handling new property condition issues, answering landlord and/or tenant questions, and sending out newsletters to landlords as well as tenants are standard services for our monthly fee.

We are able to keep our monthly fees extremely low by separating out items that our clients do not typically need us to do on a regular basis. Our clients may want to do these tasks themselves or may want to hire someone else to do them.

If DMV Property Management either completes a task outside of what is covered by the base fee, or hires another company to do so, the following are costs associated with such activity. Additional services can be provided at additional charges should any be needed that are not included in this form or part of our base services.

1. **Late Rent Payments:** If a tenant is late on the rent, certain follow up may need to be done with the tenant and/or landlord. This includes but is not limited to emails, texts, calls, and/or advising tenants about government programs to support renters. While there is <u>no charge for this work to the landlord</u>, DMV Property Management shall retain any collected late fees. DMV Property Management may also waive late fees when deemed appropriate by DMV Property Management. No costs shall be applied to the landlord for such work. This is differentiated from work to support a landlord when legal action is involved.

2. **Transfer of Utilities to Agent's name**: $100 each time this is necessary (up to four companies) plus $15/bill processed and paid.

3. **Coordination of work through the landlord's requested contractor**: $100/hour or part thereof. This does not apply to the initial work done (unless pre-existing), only subsequent work for the same issue.

4. **Eviction services/rent collection through the court or assisting an attorney**: Additional costs will be charged based on scope of work.

5. **Lead paint testing**:
   - $200 for coordinating each lead paint test at required times
     - Lead Free Certificate (one time)
     - Limited Lead Free (exterior checked every 2 years)
     - Full Risk Reduction/free of lead hazards (must be completed at each lease turnover in Maryland unless property is lead free or limited lead free)
   - $100 for registration of property with Maryland Department of the Environment
   - $100 for each renewal (only for Limited Lead Free and Full Risk Reduction)
   - Work to pass lead testing: additional estimates will be provided based on scope of work plus $100/hour to coordinate.

6. **Radon testing:** $150 flat fee per radon test.

7. **Work necessary to comply with existing or new government / HOA / Condo /Coop requirements**: $100/hour for DMV Property Management's work in obtaining estimates (if necessary) and coordinating the work to be in compliance.

8. **Expertise (including a testimony in court or property evaluation /photos / review with the owner), or walk through of property to check condition at owner's request**:
   - Site visit to report current and potentially upcoming issues that we can find is a flat fee of $400 regardless of how much time is spent. Agent will use his/her best efforts to identify potential and existing issues but does not guarantee all issues will be included in the report especially hidden issues. Tenant move-out walk-through is at no extra charge

when Agent has been managing the property for at least the previous 12 months.

- Court is $400 for the first hour and includes travel times. $200/hour each additional hour. Site visit to report

9. **Draft lease**: $500 (may be done by a DMV Property Management affiliated company). This includes writing lease, LuxManor proprietary lease addendum, DocuSigning for signatures, updating information in Property Management software. Does not include visit to property.
Lease change (e.g. due to a change in one of the tenants): $250, tenant may be responsible to pay this.
Draft other addenda for changes to existing leases (including lease extension): $100/addendum. Includes changes to PM software if necessary.

10. **Obtain a Rental/Business License and/or renew a License:**
    - Maryland: $100 plus expenses unless a person needs to be present at the property for an inspection (common in Rockville) in which case the cost is $200 more.
    - Washington DC: $250 plus expenses. Expected additional expenses are $600 for a total of $850 to obtain this license. If we need to meet an inspector, it is an extra $100/trip.
    - Additional work/costs may be needed to obtain the license including property repairs.

11. **Property visit not otherwise referenced in this document:**
    - $200/hour or a portion thereof for a property site visit by company employee to supervise activities.
    - $400/hour or a portion thereof for a property visit by a company owner (Jim Roy or Lan Yin).

12. **Minor Renovation coordination, repairs for small pre-existing conditions, or repair work needed between tenants:**

- $100/hour or a portion thereof, to coordinate work. Contractor expenses are passed on to property owner.

13. **<u>Additional work is billed at $25/15-minutes:</u>**
    - Examples of such work include obtaining parking passes and information from HOA/Condo associations, research outside of DMV/LuxManor contracts, additional coordination to comply with the lease or regulations.
14. **<u>Schedule an in-person meeting with company owner Jim Roy or Lan Yin</u>**:
    - $200/hour or a portion thereof for an in-office meeting.
    - $400/hour or a portion thereof for a property visit at the tenant's request. The first hour is $400 and includes travel times. $200/hour for each additional hour.
15. **<u>Major repairs (eg: flooded basement, fires, working with warranty companies).</u>** Cost shall vary as this work often requires expertise of company owners to protect property owner's interests. This shall be at least $200/hour plus a reasonable flat fee depending on what is needed.

Prices, terms, and services offered may change, please check https://www.dmvpm.com/documents/ for the most recent version.

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