DMV Property Management Schedule of Additional Fees and Charges

Base Monthly Fee includes: collecting rent, paying landlords, handling new property condition issues, answering landlord and/or tenant questions/concerns, holding the security deposit, providing landlords access to their accounting records in our system, and sending newsletters to landlords and tenants.

We 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 elect to do these tasks themselves or hire someone else to do them.

If DMV Property Management completes a task outside the scope of the Base Monthly Fee, including hiring another company to do so, the following costs apply to such activities. Additional services can be provided for an additional charge if anything is needed that is not included in this form or part of our base services.

Jim Roy owns Eagle Real Estate Investments, LLC, which may act as a general contractor for repairs of the property.

1. **Property Onboarding Fee:** A one-time new property onboarding fee of $400 shall be charged for each property added to DMV Property Management's management portfolio. This fee covers the initial evaluation of the home and administrative and property setup work required to prepare the property for management.

   If LuxManor Real Estate lists the property for rent, procures the tenant, and prepares the lease, the New Property Onboarding Fee shall be reduced to $200 because certain onboarding tasks will already have been completed or partially completed during the leasing process.
   The onboarding process may include, but is not limited to, the following:

   - Entering the property, owner, tenant, lease, and related account information into DMV Property Management's property management software.
   - Setting up the landlord's banking/payment information for future rent disbursements.
   - Saving the lease and related documents to the property file.
   - Visiting the property to document its condition and systems, including taking a full round of property photos.
   - Photographing and documenting appliance labels, filter sizes and locations, water shutoffs, utility locations, and other property-specific information.
   - Identifying and noting potential property concerns, maintenance issues, access issues, safety concerns, or compliance items. This is not a home inspection, but we do our best to find issues that will save time and money if addressed now.
   - Obtaining and processing applicable HOA, condominium, or community association information, rules and regulations, lease addenda, move-in requirements, fees, parking rules, elevator reservations, and related documents.
   - Reviewing and advising the owner about applicable lead paint and radon compliance requirements, where required by law.

- Sending or coordinating any necessary tenant move-in instructions.
- Communicating tenant emergency contact procedures when another party has already prepared the lease.
- Establishing the property file and onboarding the property into DMV Property Management's internal management workflow.

This fee is separate from leasing fees, management fees, inspection fees, compliance fees, repair coordination fees for preexisting conditions, and any third-party charges, HOA/condo fees, government fees, or vendor charges.

2. **Move-Out Walkthrough & Security Deposit Settlement:**
$400 includes move-out walkthrough, condition documentation, and preparation of the security deposit settlement in accordance with the lease and applicable laws. Additional fees may apply for unusually complex matters or disputes requiring substantial additional coordination, documentation, or administrative time.

3. **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 advising tenants about government programs to support renters. Although this work is free of charge to the landlord, DMV Property Management shall retain any late fees collected. DMV Property Management may also waive late fees when deemed appropriate. No costs shall be applied to the landlord for such work. This is distinct from work that supports a landlord when legal action is involved.

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

5. **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.

6. **Eviction services/rent collection through the court or assisting an attorney**: Additional costs will be charged based on the scope of work.
   - $100 for Filing Notice of Intent to File a Complaint for Summary Ejectment (Failure to Pay Rent)

7. **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
- $150 for each renewal (includes sending the tenants the lead paint information every 1-2 years as required by certain local laws (only for Full Risk Reduction)
- Work to pass lead testing: additional estimates will be provided based on the scope of work, plus $100/hour to coordinate.

8. **Radon testing:** $150 flat fee per Radon test.

9. **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 comply.

10. **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. The 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.
    - Court is $400 for the first hour and includes travel time. $200 per additional hour.

11. **Draft lease**: $500 (may be done by a DMV Property Management-affiliated company). This includes drafting a lease, the LuxManor proprietary lease addendum, using DocuSign for signatures, and updating information in Property Management software. Does not include a visit to the property. Drafting a lease is not necessary when LuxManor drafts the lease under a rental listing contract.
    Lease change (e.g., due to a change in one of the tenants): $250; tenant may be responsible for paying this.
    Draft other addenda for changes to existing leases:
    $100/addendum. Includes changes to PM software if necessary.

12. **Lease Renewal Fee:** $250. This fee applies when we prepare and/or process a lease renewal. A renewal involves reviewing current market conditions, the property's rental history, and other relevant factors and then discussing the proposed terms with the Owner. It also includes communicating with tenants (and often negotiating), preparing the lease extension document, obtaining all parties' signatures, and updating the information in our management system.
13. **Furnished Properties:** Furnished properties require additional documentation to identify the owner's furniture and personal property and, when applicable, record the condition of those items at the beginning of the tenancy.
    - **Furniture stored for the owner -** $100 documentation fee. If the owner's furniture and personal belongings are consolidated in one designated room or storage area and are not intended for the tenant's use, we will add appropriate lease provisions describing the

storage arrangement and the tenant's responsibilities. Individual items will not be inventoried.
- **Furniture provided for the tenant's use -** $75 per lease. We will prepare an inventory and document the general condition of the items. The owner must provide a room-by-room list of the furniture and other personal property, together with photographs showing their condition. This documentation creates a clearer record for both the owner and the tenant and can help minimize disputes at move-out.

14. **Obtain a Rental/Business License and/or renew a License (including Rental Survey):**
    - 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.
    - Maryland (Montgomery County): $100 to complete the annual rental survey. The County requires this to obtain a rental license renewal.
    - Additional work/costs may be needed to obtain the license, including property repairs.

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

16. **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 the property owner.

17. **Additional work is billed at $100/hour:**
    - Examples of such work include obtaining parking passes and information from HOA/Condo associations, research outside of DMV/LuxManor contracts, and additional coordination to comply with the lease or regulations.
    - Changing the terms in the lease. This includes any and, if necessary, all of the following: drafting an addendum (not having to do with a lease change, DocuSigning to all parties, storage in DMV Property Management's Dropbox account, and updating property management software.

18. **Schedule an in-person meeting with company owner Jim Roy or Lan Yin**:
    - $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 or Landlord's request. The first hour is $400 and includes travel time. $200 per additional hour.

19. **Coordinating major repairs (e.g., flooded basement, fires, working with warranty companies).** Costs shall vary, as this work often requires the expertise of company owners to protect property owners' interests. This shall be at least $200/hour plus a reasonable flat fee depending on what is needed. The contractor will pass on expenses to the property owner.

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

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