

## **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, the following are costs associated with such activity.

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 no charge for this work to the landlord, 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
    - o Lead Free Certificate (one time)
    - o Limited Lead Free (exterior checked every 2 years)
    - o 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. **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.
7. **Walk through of property to check condition at owner's request:** \$400 for a site visit and report of potential upcoming issues. 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.
8. **Draft lease for a DMV Property Management client:** \$200 (may be done by a DMV Property Management affiliated company).  
**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:** \$50/addendum.
9. **Obtain a Rental/Business License:**

- Maryland: \$100 plus expenses unless a person needs to be present at the property for an inspection (common in Rockville) in which case 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.

10. **Renovation/repairs for pre-existing conditions or repair work needed between tenants or research/paperwork outside of normal scope of work**: Additional estimates may be provided based on scope of work plus \$100/hour to coordinate work.

11. **Additional work is billed at \$100/hour in 15 minute increments**. Examples of such work include obtaining parking passes and information from HOA/Condo associations, research, additional coordination to comply with the lease or regulations.

Prices, terms and services offered may change, please check <https://dmvpm.managebuilding.com/Resident/public/documents> for the most recent version.

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