



**FEES THAT ARE NOT COVERED UNDER OUR
PROPERTY MANAGEMENT AGREEMENTS
(CHARGEABLE TO OWNERS)**

ADMINISTRATIVE FEES			
	UNIT	AMOUNT	NOTE
HPE Office Account Set up Fee	Initial Only	\$75.00	<u>CREATE INITIAL ACCOUNTS</u>
Month to Month or under 1year lease	1 Months Rent	25%	<u>IF REQUESTED</u>
1 Year Lease renewal	1 Months Rent	25%	<u>AFTER FIRST LEASE EXPIRATION</u>
Over 1 Year Lease Renewal	1 Months Rent	35%	<u>AFTER FIRST LEASE EXPIRATION</u>
Association meetings	Per Meeting	\$90.00	<u>INCLUDES HOA AND RESTON ASSOCIATION.</u>
Association documentation	Per event	\$69.00	<u>REQUIRED IF NOT PROVIDED BY TENANT MOVE IN AND WE MUST PROCURE, DOES NOT INCLUDE COST OF ASSOCIATION DOCUMENTATION.</u>
Vacancy Management	Per Month	\$100.00	<u>PER MONTH AFTER LEASE EXPIRATION (PRORATED)</u>
Office Admin Fee for rental listing to Jobin Realty	One time	\$95.00	<u>FIRST TIME, WAIVED AFTER RENEWAL OR REFERRAL TO US</u>
Furnished Rentals	Per Month	\$100.00	<u>(THIS IS ADDITIONAL TO MANAGEMENT FEE AND INCLUDES 20 ITEM FURNITURE INVENTORY MANAGEMENT)</u>
Furnished Rentals Item Management	Per Item over 20 Items	\$10.00	<u>THIS IS FOR ITEMS 21 AND OVER. ITEMS INCLUDE FURNITURE ONLY.</u>
Multiple estimates	Per Estimate	\$40.00	<u>1 ESTIMATES INCLUDED WITH MANAGEMENT SERVICES. THIS IS WAIVED IF WE ARE PERFORMING MAJOR REHAB OVERSIGHT.</u>
Rehab Oversight	Per Hour	\$69.00	<u>CONTACT FOR ESTIMATE. WE CONSIDER A REHAB OVERSIGHT ANY REQUIREMENT THAT TAKES MORE THAN 2 HOURS TO PREPARE A HOUSE FOR RENT OR IS OVER \$1200.</u>
Appear in court (Eviction)	Per eviction	\$250.00 - \$350.00	<u>PER EVICTION, DOES NOT INCLUDE YOUR LEGAL FEES</u>
Serve a 5 Day Pay or Quit Notice	Per Notice	\$75.00	<u>INCLUDES SHERIFF FEES</u>
Serve a Unlawful Detainer	Per Notice	\$125.00	<u>INCLUDES SHERIFF AND COURT FEES</u>
Duplicate Invoices (mail)	Per Request	\$25.00	<u>WE SEND NOTICES MONTHLY INCLUDED IN AGREEMENT (CHARGED FOR DUPLICATES)</u>

Reston Association Violations	Per Violation	\$195.00	<u>INCLUSIVE - IF YOU REQUEST US TO REMEDY AND OVERSEE A "RESTON ASSOCIATION" VIOLATION. (DOES NOT INCLUDE REHAB OVERSIGHT)</u>
HOA or CONDO Violations	Per Violation	\$69.00	<u>HOURLY –CONTACT FOR ESTIMATE</u>
Insurance Claims	Per Claim	\$250.00	<u>PER CLAIM – ALL INCLUSIVE</u>
Home Warranty Administration	Per Warranty	\$100.00	<u>ANNUAL PER HOME WARRANTY</u>
Photo Fee	Per Request	\$35.00	<u>PER REQUEST AFTER MAINTENANCE CALLS OR REHAB SUPERVISION</u>
Collection Fee for unpaid maintenance funds fronting.	Per incident	\$100.00	<u>PER INCIDENT IF NOT PAID WITHIN 10 DAYS OF INVOICE.</u>
LOCKS/SECURITY			
	UNIT	AMOUNT	NOTE
CHANGE OF LOCKS or REKEYING OF LOCKS	Per Lock	\$99.00	<u>DOES NOT INCLUDE LOCK</u>
CHARLIE BAR INSTALL	Per Bar	\$60.00	<u>INCLUDES BAR</u>
LEVER LOCKS INSTALL	Per Lock	\$35.00	<u>INCLUDES LOCK</u>
KEY Copying	Per Set	\$35.00	<u>IF 3 COPIES OF KEYS NOT PROVIDED – TO HPE - INCLUDES KEYS</u>
MINOR MAINTENANCE			
	UNIT	AMOUNT	NOTE
CHANGE HVAC AIR FILTERS	Initial	\$69.00	<u>INCLUDES UP TO 4 FILTERS</u>
CHANGE TOILET	Per toilet	\$99.00	<u>DOES NOT INCLUDE NEW TOILET</u>
CHANGE FAUCET	Per Faucet	\$89.00	<u>DOES NOT INCLUDE FAUCET</u>
Basic Upkeep Cleaning(Vacancy)	Per Vacancy (monthly)	\$65.00	<u>MONTHLY UPKEEP DURING SHOWING PROCESS</u>

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