

# BTT MANAGEMENT, LLC

## Resident Fee Schedule

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### MOVE-IN FEES

| Fee                         | Amount                         |
|-----------------------------|--------------------------------|
| Security Deposit            | Equal to one month's rent      |
| First Month's Rent          | Due at lease signing           |
| Pet Deposit (if applicable) | \$300 per pet (non-refundable) |

### MONTHLY RECURRING FEES

| Fee                      | Amount   |
|--------------------------|--|
| Base Rent                | Per lease agreement                                  |
| Pet Rent (if applicable) | \$25/mo per pet (or maximum allowable by county law) |
| Parking (if applicable)  | Per lease addendum                                   |

### RENT PAYMENT FEES

| Fee                         | Amount   |
|-----------------------------|--|
| Cash                        | No fee   |
| Paper Check or Money Order  | \$25 per transaction   |
| eCheck (ACH)                | \$2.49 per transaction   |
| Credit Card                 | 2.99% of total payment amount (non-refundable; exact amount disclosed before submission) |
| Debit Card                  | \$9.99 per transaction (non-refundable; exact amount disclosed before submission)        |
| PayNearMe (Electronic Cash) | \$4.99 per transaction   |

All payment processing fees are non-refundable and collected by the payment processor, not BTT Management, LLC. The applicable fee will always be clearly disclosed to the resident prior to payment submission.

### LATE & NON-PAYMENT FEES

| Fee                            | Amount   |
|--------------------------------|--|
| Late Fee                       | 5% of monthly rent (after 5-day grace period)  |
| Returned Payment / NSF Fee     | \$35 per occurrence — applies to all returned payments including paper checks, money orders, and ACH/eCheck transactions returned for insufficient funds or any other reason |
| Money Order / Check Processing | \$25 per occurrence  |

### LEASE MODIFICATION & ADDENDUM FEES

| Fee | Amount |
|-----|--------|
|-----|--------|

|  |   |
|--|---|
| Lease Renewal Processing                           | No charge   |
| Add or Remove Pet Addendum                         | \$150 per request   |
| Add or Remove Tenant Addendum                      | \$200 per request   |
| Sublease Addendum (with landlord written approval) | \$250 per request   |
| Lease Transfer / Subletting                        | Not permitted without prior written approval from landlord  |
| Early Termination Fee                              | Equal to 2 months' rent   |
| Month-to-Month Premium (after initial lease term)  | 15% above base monthly rent — applies at lease expiration if tenant continues on a month-to-month basis rather than signing a renewal |
| Re-letting Fee (early vacate)                      | Equal to one month's rent   |

## LEASE VIOLATION FEES

| Fee                        | Amount                                       |
|----------------------------|--|
| Unauthorized Pet           | \$250 per occurrence                         |
| Unauthorized Occupant      | \$150 per month                              |
| Smoking Violation          | \$250 per occurrence                         |
| Improper Trash Disposal    | \$50 per occurrence                          |
| Noise / Nuisance Violation | \$100 per occurrence (after written warning) |

## MAINTENANCE & REPAIR FEES

| Fee                                       | Amount  |
|---|---|
| Lockout Fee (Business Hours)              | \$25 per occurrence (Mon–Fri, 8:00am–4:00pm)  |
| Lockout Fee (After Hours)                 | \$100 per occurrence — paid directly to outside party (5:00pm–8:00am, weekends & holidays)  |
| Key Replacement (Non-Emergency Hours)     | \$25 per key — fulfilled subject to maintenance availability, no later than 2 business days |
| Key Replacement (After Hours / Emergency) | \$150 per key — paid directly to outside party  |
| Fob Replacement                           | \$75 per fob — fulfilled subject to maintenance availability, no later than 2 business days |
| HVAC Filter Replacement (neglect)         | \$35 per occurrence   |

## UTILITY BILLING (RUBS)

| Utility        | Policy  |
|----------------|---|
| Water & Sewer  | Billed back to tenant via RUBS — see lease addendum   |
| Trash Removal  | Billed back to tenant via RUBS — see lease addendum   |
| Gas & Electric | Tenant responsibility — set up directly with provider |

All fees are subject to applicable Maryland law. BTT Management, LLC reserves the right to update this fee schedule with proper written notice as required by law. This document is provided for informational purposes and is incorporated as part of your lease agreement. Unauthorized alterations are not valid.

Questions? 240-339-3399 | [deric@bttmanagement.com](mailto:deric@bttmanagement.com) | [bttmanagement.com](http://bttmanagement.com)