



Property Management • Leasing • Maintenance

<http://www.advantagepointeproperties.com/>

P.O. Box 65056
Albuquerque, NM 87193

(505) 205-1581
(888) 875-8717 fax
service@box133.com

Hours: M-F 8-5; Sat 9-4; Sun by Appt.
Closed Thanksgiving and Christmas

FEES & DISCLOSURES ASSOCIATED WITH RENTAL HOMES

- **APPLICATION FEE** – An application fee in the amount of \$45 per applicant must be submitted along with an application for tenancy. All persons 18 years of age or older must be on the application for tenancy. *Once the application process is initiated, the application fee(s) are non-refundable.*
- **PET VETTING FEE** – All pets must undergo a pet vetting process through [Pet Screening](#). For all except qualified service and emotional support animals, Pet Screening charges a \$25 fee. This process must be completed on or before the commencement date of the rental agreement. *To confirm understanding of our pet policies, the primary applicant for tenancy of a home must complete this process, as well. However, though it is a required process for all applicants, there is no fee for non-pet owners.*
- **SECURITY DEPOSIT** – A security deposit in an amount equal to the monthly rent must be submitted on or before the commencement date of the rental agreement.
- **PET DEPOSIT** – A pet deposit in the amount of \$250 shall be assessed for all approved pets – limit two – residing on the property.
- **LATE PAYMENT FEE** – All rents are due on the 1st of every month and will be assessed a late payment fee equal to 5% of the unpaid rent if not received before close of business on the 3rd day of the month in which rent is due.
- **UTILITIES & PUBLIC SERVICES** – Tenants are responsible for the payment of all utilities and public services and must provide proof of having established accounts with the appropriate agencies providing such services prior to the commencement date of the rental agreement. Accounts may **not** be established with Waste Management or the Albuquerque-Bernalillo County Water Utility Authority (ABCWUA). Invoices for services provided by Waste Management are paid by the owner on a quarterly basis and the tenant will be charged an amount equal to one-third of the quarterly service fee which is to be paid along with the monthly rent. The ABCWUA will mail invoices to “Current Resident” at the service address and tenant shall pay those invoice when received.
- **NO SHOW FEES** – Tenant will be responsible for a “no show fee” should a maintenance contractor schedule a date and time with the tenant to perform repairs, etc. and charge a fee should the tenant not be at the property at the scheduled date and time.





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- **MANAGEMENT SERVICE FEES** – Should the property manager perform any maintenance at the property for which a tenant could reasonably have performed on their own with instruction from the property manager, there will be a fee of \$45/hour with a minimum fee of \$45.
- **LOCK OUT FEE** – Should a tenant lock themselves out of their home, there will be a \$45 fee should it be necessary for a property manager to unlock the main entry door during normal business hours. For such services be provided after normal business hours, the fee shall be \$67.
- **BREAK LEASE FEES** – Should a tenant terminate their rental agreement prior to the termination date specified in the rental agreement, there will be a *break lease fee* equal to \$500 or 50% of the monthly rent at the time the lease is broken whichever is less. In addition, the tenant will be responsible for up to two additional months' rent, utilities and landscape maintenance from the date through rent was last paid or should have been paid. Such obligations shall terminate should the home be re-rented during that period, or the rental agreement naturally terminates whichever occurs first. Should the home be re-rented at a lesser rent than is currently paid by the tenant, the tenant shall be responsible for the difference in the rent through what would have been the termination date of their rental agreement. *The only exception will be for active-duty military personnel and their families being involuntarily re-deployed to a service station outside a 60-mile radius of their current service station.*
- **LEGAL AND ASSOCITED FEES** – The tenant shall be responsible for all fees associated with legal action that may be taken against a tenant. The amount of any fees shall be at the currently accepted rate or as may be allowed by the court overseeing the jurisdiction in which said action may be taken.
- **NSF/RETURN PAYMENT FEES** – The tenant shall be charged \$35 for payments made by tenant and returned by their financial institution for any reason.
- **PROCESSING FEES** – Should it be necessary for Advantage Pointe Properties, LLC or the owner of the property to submit payments to a utility so as to prevent the termination/disconnection of a service provided by a utility or the placement of a lien on the property by a utility that should have been submitted by the tenant, there will be a \$35 fee for doing so.
- **MERCHANT FEES** – Merchant fees charged for funds submitted electronically, i.e., ACH and credit/debit card payments, are charged to the payer and collected by the service provider and not Advantage Pointe Properties, LLC.





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We do not accept cash payments for any fees or charges.

All applications for tenancy are processed on a first come first served basis. However, applications received along with funds to hold the property (see next paragraph) during the application process will be processed ahead of all others and in the order in which they were received.

An applicant may have a property held during the application process by submitting one-half of the security deposit along with their application. This prevents another application from being processed until the processing of your application is completed. If you are approved for tenancy, any funds submitted to hold the property shall be deposited. Should your application be declined for any reason or you withdraw your application within 3 days of the lease documents being submitted to you, the funds submitted to hold the property shall be returned to you. If your application is withdrawn and funds were submitted to hold the property and deposited, it may take up to 5 business banking days to return those funds.

As with all real estate transactions, time is of the essence. Advantage Pointe Properties, LLC cannot be responsible for any delays in obtaining information needed to complete the processing of your application. Therefore, we reserve the right to decline any application for which required information is not submitted in a timely manner.

Once an application is approved, the applicant(s) are required to take financial responsibility of the property within two weeks of the date the lease documents are provided to the applicant(s) or within two weeks of the date the property is actually available for tenancy whichever occurs later.

