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# Lease Addendum – Tenant Services and Charges

Service Star Realty – 1525 N Granite Reed Rd Suite 16 Scottsdale AZ 85257 – Phone: 480-426-9696 –  
[www.LeaseAZ.com](http://www.LeaseAZ.com)

The charges listed below would be incurred by the tenant for everyday actions that would go above and beyond the standard lease agreement, the normal activities for a tenant, or any other actions outside of routine operations. These charges have been put in place to offset the cost and time involved to address each issue listed below on behalf of the tenant.

1. Failure to turn on Utilities - or to maintain - \$75

This charge will be charged if the tenant fails to change over utilities in a timely manner. Not only would the tenant be responsible for utilities from the day the lease started, but they would also be charged this charge if additional efforts must be made to ensure they correctly turned over utilities. Example: two weeks after the lease has started, we get a call from the owner stating the water bill has not been changed over into the tenant's name. This causes us more work as we must record that in our records, notify the tenant, and then follow up with all parties. If tenant does not correct the violation and it occurs again in the next billing cycle, the \$75 charge will be posted again. To avoid this charge, it would be best if the tenant decided to change over any and all utility services prior to the lease start.

Tenant must leave the utilities on for 3 business days after Move-Out. The purpose for leaving the utilities on for 3 business days after departure is so that Service Star Realty can perform the Move-Out Inspection, which includes testing all the appliances, fan units, light fixtures, etc. If the utilities are turned off prematurely, the usage will be charged to the tenant as well as the \$75 charge to re-establish service.

2. Accelerated Move-In Charge - \$200

This charge will be charged to a tenant if the tenant is in a rush to move into a home and requests an accelerated move in date.. Service Star Realty needs three entire days (72 hours) as a minimum time period after we approved an application and the tenant also brought in earnest money. We use this 3-full-day time period to prepare the lease, have tenant sign it, and conduct a Move-In video walk-through of the home. If the tenant receives an application approval and requests a quicker move in, in order to facilitate a quicker move-in – we will have to take special steps to accommodate for such a quick turnaround. In this case, the tenant will be charged an extra \$200 to facilitate this action.

3. Later Move-In Date Change - \$75

This charge will be charged to a tenant if a move-in date needs to be modified for a later move-in. If the terms for the later move in are acceptable to the owner, a later move in can be arranged. This would incur a charge because the terms need to be renegotiated, utilities needing to be kept on the property longer, and paperwork to be revised. A later move-in will be addressed on a case-by-case basis.

4. Missed Appointment Charge - \$75

This charge would be charged to a tenant if an appointment was made to meet the tenant at a property, or the office, and that tenant is unable to show up. This will be charged on a case by case basis. A missed appointment charge will be charged if tenant fails to restrain their animal (s) and our vendor cannot access the property i.e. when we previously notified tenant for an AC filter change appointment. If Service Star Realty or Service Star

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Realty agent is denied access to the property for any reason: animal (s), deadbolts left locked, security system alarmed, etc., there will be a \$75 charge per occurrence. There will also be a \$75 charge if tenant fails to make the property accessible for showings towards the end of their lease term.

5. Rekey Lockout Charge - \$150

This charge will be charged if the tenant locks themselves out of the home and has requested assistance from Service Star Realty. Additional charges may be incurred depending on if the doors must be drilled into, or they can be merely picked. A re-key charge may also be assessed if the keys were lost. The tenant may call their own locksmith to access the home, but if keys are changed – copies must be provided per the lease agreement.

6. Dishonored/Returned Payment Charge - \$50

This charge will be charged to the tenant in the event of a dishonored/returned electronic payment, a returned personal check, or any type of failed payment submission.

7. Pay-or-Quit Notice Charge - \$60

This charge will be charged if the tenant is late in paying rent. A notice to Pay or Quit will be certified mailed or delivered by a process server.

8. Violations Notice Charge - \$40

This charge will be charged anytime the homeowner, or the property manager, receives a letter for negative reasons from the Homeowner’s Association or the Municipality or from the Management noticing a lease violation. The most common examples are the lawn needing to be mowed and edged (tenant responsibility), the garbage cans to be placed out of sight on non-garbage pick-up days, basketball goals left on the curb, and unauthorized boats or trailers parked in the driveway or on the street. It is possible to have other violations; these are just the most common types. We must pass along that information to the tenant, add that into the tenant file, respond to the owner, and follow up with the HOA or municipalities.

9. Processing Charge -\$20 For Checks, Money Orders, Cashier’s Checks.

There is a \$20 processing charge for personal checks, money orders, and Cashier’s checks that we manually have to enter into our accounting software and drive to the bank to deposit. Service Star Realty does not accept cash. Online payments via ACH are FREE. Please pay on your portal or with RentMoney Voucher. This check processing charge may be charged after payment is made and will be added to next month's rent charges.

10. Lease Renewal Admin Charge - \$250

This charge will be charged once a tenant extends their original lease term with Service Star Realty, whether it is a 1-year term or a month-to-month lease extension. It is meant to cover the administrative efforts and a possible walk-through involved in completing a lease agreement extension.

11. Additional Roommates without Permission - \$50 per day

This charge will be charged if a person that is not on the lease and not approved by Landlord stays in the home for longer than a 7-day visit. Please inform Landlord immediately if you would like to add a new occupant to the lease. This fine will not constitute approval of the unauthorized person.

12. Lease Processing Charge for Lease Modifications - \$100

This charge will be charged if a tenant wants an administrative action to cause their lease agreement to be modified. This is charged for example, when tenant adds a roommate, an animal, or removes an animal.

13. Lease Break Charge - \$350

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Tenant agrees to pay \$350 Lease Break Charge to defray Management’s administrative costs if Tenant does either of the following: Fails to fulfill the agreed upon term of the Lease Agreement or Fails to deliver and fulfill a written “VACATE NOTICE” to Management at least sixty (60) days prior to move-out. The tenant will also pay up front if breaking the lease for the leasing and advertising of the property, currently at \$695, as well as the Move Out Video charge currently \$150. Tenant will reimburse the Landlord for the cost of rekeying, pool service, rent, utilities, and landscape maintenance while the property is vacant.

14. Failure to Return Keys - \$85

Tenant must return all keys, all community keys, remotes, by noon the last day of their tenancy to our office. Any delay will cause us to reschedule an inspection, locksmith, and other vendors. We will charge \$85 to cover the extra effort involved in rescheduling. Locksmith charges are additional. Charges will apply to HOA/community keys for the time and effort involved in obtaining them again. The cost of keys and fobs we need to pay HOA or community are additionally charged to the tenant. Charges for remotes are additional billed \$50 per remote control device. Tenant must pay additional rent as well if keys are turned in late. All these charges for keys not returned to us are additional to any Holdover tenant charges.

15. Holdover Charge – \$100 a day

This charge will be charged if the tenant has remained in the home after the proper 60-day notice to vacate was delivered in accordance with the lease agreement. Reference the Arizona Landlord Tenant Act, which awards the Landlord two months’ worth of rent to be paid by tenant for holding over or the actual amount of damages incurred by the Landlord, whichever is greater. In addition to the holdover charge, tenant will be responsible for prorated rent for the rental period and a Failure to Return Keys charge.

16. Collection Charge - \$150

This charge will be charged to a tenant if we must initiate a collection to recoup any funds owed to Service Star Realty. Tenant is also liable for any fees or charges incurred by the Owner to recoup any funds owed to them.

17. Make Ready Coordination Charge -\$40 per trade dispatched

Owner desires tenant to fulfill lease terms, maintain the property, and return the property to Management in the same condition, normal wear and tear excluded. Should the tenant leave the property with ANY work needing to be done on it caused by Tenant’s actions or inactions, then Service Star Realty may be required to expend time and effort in obtaining bids, coordinating repair and cleaning vendors. Tenant will pay \$40 charge per every vendor dispatched to compensate Service Star Realty for such work.

18. Payment Plan Preparation Charge - \$100

Manager at Manager’s sole discretion may offer a payment plan to the tenant, and for this accommodation, Manager will charge \$100. Every time the plan needs to be amended or modified, an additional \$100 will be charged.

Management Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Sign: \_\_\_\_\_ Date: \_\_\_\_\_

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