

# What is this payment for?

## An explanation of every type of payment you can submit on our website

- **Rent payment** (\$ Varies)  
Payment will be applied to a tenant's rental account.
- **Application fee** (\$25 - \$35, depending on application type)  
Payment required for the evaluation of prospective tenants, additional lessees, additional authorized occupants, and requests to keep a pet on the leased premises.
- **Hold-unit deposit** (\$150 - \$500, depending on the specific rental unit)  
Payment that will be applied toward move-in funds required at lease signing and that guarantee the desired rental unit will not be leased to anyone else. In the event that the party that paid the deposit fails to sign a lease agreement, this deposit will be forfeited.
- **Move-in funds** (\$ Varies)  
Payment that will be applied to the funds required at lease signing. Move-in funds must be paid, in-full, in order to receive keys to the leased rental unit.
- **Pet security deposit** (\$75 - \$300, depending on the type of pet)  
Payment that will be held by landlord as an additional security deposit to be applied toward the repair of any damage to the rental unit caused by tenant's pet.
- **Service call fee** (\$38)  
Payment of the basic service call fee applicable to the provision of tenant-responsible repair or maintenance services.
- **Appliance repair co-pay** (\$45)  
Payment of the tenant's portion of an appliance repair, as stipulated in most lease agreements.
- **Lockout service** (\$38)  
Payment required to offset the costs associated with sending a company representative to a rental unit address to unlock the door. Please note that we are only able to unlock a rental unit for persons named as lessees or authorized occupants in the Lease Agreement. There are no exceptions to this policy.
- **Change or add electronic lock codes** (\$58 - \$54, depending)  
Payment required for landlord to send a company representative to a rental unit address to program electronic entry door locks. Please note that this service is only provided Monday through Friday, between the hours of 9:00 a.m. and 5:30 p.m.
- **Rekey all entry door locks** (\$54 - \$158, depending on number of installed locks)  
Payment for landlord to provide locksmith rekeying services at a rental unit location, at tenant's request. Please note that this service is only provided Monday through Friday, between the hours of 9:00 a.m. and 5:30 p.m.

- [Request additional house key\(s\)](#) (\$21 - \$45, depending on quantity ordered)  
Payment to offset costs associated with duplicating tenant's entry lock house key and deliver via UPS, next day service.
- [Delay dispossessory filing fee](#) (\$50)  
Administrative fee that can be paid by any tenant that is subject to the imminent initiation of dispossessory proceedings to delay the initial dispossessory filing by three days. Please note that this is a fee for a service and the amount paid *will not* be credit toward the balance due on your account.
- [Former tenant past-due account](#) (\$ Varies)  
Payment tendered by a former tenant who has an outstanding, past-due balance. Orme Circle Properties, LLC reports all past-due tenant accounts to all three major credit reporting agencies, and if a monetary judgment was awarded to the landlord as a result of a dispossessory action, the Magistrate Court will report the outstanding obligation to credit reporting agencies as well. Paid or settled past-due accounts are reported as such to credit agencies within 30 days of being paid or settled.