

Revised 11/1/2019
 Effective 1/1/2019

SCHEDULE OF CHARGES

KITCHEN	
Repair Fire/Water Damage (Minimum)	\$45.00
Burned or Damaged Cabinet Top (Minimum)	\$75.00
Replace Broken or Damaged Medicine Cabinet	\$25.00
Rebuild and Install Damaged/Missing Cabinet Door	\$60.00
Clean Range	\$60.00
Replace Damaged/Missing Knob	\$9.00
Replace Missing/Damaged Oven Door Handle	\$17.00
Replace Missing/Damaged Oven Door Seal (1pc & 3pc)	\$15.00
Replace Missing/Broken Burner Gate	\$12.00
Replace Missing/Damaged 6" Surface Element	\$16.00
Replace Missing/Damaged 8" Surface Element	\$19.00
Replace Missing/Damaged Bake Element	\$45.00
Replace Missing/Damaged Broil Element	\$45.00
Replace Missing/Damaged Drip Pan	\$8.00
Clean Range Burners (Annual Inspection)	\$3.00 EACH
Fire Damage to Range (Actual Cost or Depreciated Value)	\$75.00
Replace Missing/Broken Surface Valve – Gas	\$30.00
Replace Missing/Damaged Burners – Gas	\$20.00
Replace Missing Oven Racks	\$12.00
Clean Range Hood	\$25.00
Fine: Heating with Range	\$25.00
Clean Entire Refrigerator	\$65.00
Clean Gasket Contact Area and/or Freezer Section	\$15.00
Clean Fresh Food Section	\$30.00
Replace Damaged Freezer Door	A.C.L.M.
Replace Damaged Fresh Food Door	A.C.L.M.
Replace Missing/Damaged Door Bar	\$15.00
Replace Missing/Damaged Door Bar Bracket	\$8.00 EACH
Replace Missing/Damaged Freezer Door Seal	\$54.00
Replace Missing/Damaged Fresh Food Door Seal	\$67.00
Replace Broken Crisper Tray Top	\$38.00
Replace Broken/Missing Crisper Tray	\$60.00
Replace Broken/Missing Door Handle/Recessed Handle Cover	\$25.00
Replace Missing/Broken Handle Bracket	\$8.00
Defrost Freezer/Refrigerator for Resident: <i>all refrigerators are frost free-frozen over due to resident neglect</i> (One Hour Minimum)	\$35.00
Remove Stickers/Glue from Refrigerator	\$15.00
Remove Paint/Fingernail Polish from Refrigerator	\$40.00
Hole in Cooling System or Damage by Food & No Power (Actual Depreciation Cost)	\$100.00
Refrigerator Requiring "Special Cleaning and Handling" (Food left in refrigerator when power goes out) (Minimum)	\$100.00
Replace Missing Refrigerator Racks	\$15.00 EACH

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FLOORS/WALLS/CIELING

Repair/Replace Damaged Floor Tile (Per Tile)	\$6.00
Ceramic Tile Damage (Per Square Ft)	\$25.00
Remove Glue/Tape from Wall	\$31.00
Remove Unauthorized Paint or Polish from Wall	\$35.00
Remove Excess Nails and Patch Holes	\$1.00 EACH
Repair Hole in Wall	\$50.00
Replace Broken/Missing Handrail	\$38.00
Clean Smoke Damage (Per Man Hour)	\$35.00
Clean, Prime and Paint Due to Fire Damage	A.C.L.M.
Clean Grease and Food from Surface (Per Man Hour)	\$35.00
Remove Contact Paper from Wall/Ceiling/Cabinets (Per Square Ft)	\$5.00
Re-paint Apartment when Painted by Resident without Permission	A.C.L.M.
Paint Apartment by Request of Resident	A.C.L.M.
Excess Damage to Sheetrock (Per Man Hour)	\$51.00
Repair to Block Surface	A.C.L.M.

PLUMBING

Replace Commode Due to Damage Complete All Parts Less Seat	\$125.00
Commode Handicap Complete	\$180.00
Commode Seat	\$20.00
Commode Seat Handicap	\$27.00
Commode Tank	\$60.00
Commode Tank Lid	\$20.00
Commode Bowl	\$78.00
Commode Tank Handle	\$12.00
Shower Curtain Rod	\$30.00
Towel Bar	\$10.00
Toilet Paper Roller	\$5.00
Mounting Brackets for Toilet Hardware	\$10.00 EACH
Soap Dish/Toothbrush Holder	\$8.00
Sink/Tub Stopper	\$5.00
Crumb Cup	\$6.00
Unstop Plumbing Fixture During Working Hours	\$35.00
Unstop Plumbing Fixture After Working Hours	\$50.00
Diverter Spout	\$12.00
Handicap Kitchen Faucet	\$75.00
Handicap Lavatory Faucet	\$68.00
Handicap Mixer Valve for Tub	\$125.00
Handicap Grab Bars	A.C.L.M.
Shower Head	\$10.00
Handicap Shower Assembly (Total Unit)	\$225.00
Lavatory Complete	\$90.00
Handicap Lavatory	\$215.00
Carrier/Wall Brackets for Handicap Lavatory	\$150.00
Handicap Commode Tank	\$90.00

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Handicap Commode Bowl	\$90.00
Handicap Commode Tank Lid	\$25.00
Repair/Replace Lavatory Wall Mount	\$35.00
Kitchen Faucet Two Handle	\$80.00
Lavatory Faucet Two Handle	\$68.00
Mixer Valve Two Handle	\$70.00
Cleaning Commode	\$40.00
Cleaning Tub	\$40.00
Cleaning Lavatory	\$25.00
Power Flush Toilets	A.C.L.M.

DOORS/WINDOWS

Replace Door Slab Only (Solid Core Interior) Trimmed & Mortised	\$175.00
Replace Door Slab Only (Hollow Core Interior) Trimmed & Mortised	\$90.00
Replacement of Exterior Door Assembly	A.C.L.M.
Repair/Replace Busted Door Frame/Lock Side	\$125.00
Install Door Saver	\$30.00
Replace Passage/Privacy Latch Assembly	\$50.00
New Key for Resident (With Lease Holder Permission Only)	\$5.00
Change ALL Locks at Request of Resident (Paid in Advance) Door Locks \$35 Each (Requires 2) Mailbox Lock \$15	Total Cost to replace ALL locks \$85.00
Replace Damaged or Missing Peep Sight	\$15.00
Replace Handicap Passage Lock	\$84.00
Unlock Apartment During Working Hours (Must have ID)	\$20.00
Replace Interior Door Hinge	\$15.00
Replace Exterior Hinge	\$30.00
Clean, Repair, and Repaint Door	\$30.00
Replace Complete Screen Door Assembly	A.C.L.M.
Repair Kick Plate Damaged by Resident	A.C.L.M.
Replace Kick Plate Damaged by Resident	\$65.00
Replace Screen Door Crash Chain	\$10.00
Replace Missing/Damaged S-Hook	\$4.00
Repair/Replace Push Button Latch Assembly	\$25.00
Repair/Replace Heavy Duty Door Screen	A.C.L.M.
Replace Missing or Damaged Screen Door Guard	\$23.00
Repaint Screen Door Damaged by Resident	\$50.00
Clean Screen Door Assembly	\$18.00
Replace Damaged Screen Door Hinge	\$20.00 EACH
Replace Screen Door –Due to Damage (Complete Door Unit)	A.C.L.M.
Repair Screen Door Jamb	\$25.00
Replace Screen Door Jamb/Brick Molding	\$55.00
Remove/Repair/Replace Damaged or Missing Heavy Duty Window Screen	A.C.L.M.
Reinstall Window Screen Removed by Resident	\$25.00
Repair/Replace Missing/Damaged Window Lock (Two Locks per Window)	\$10.00
Clean Window Screen	\$10.00

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Replace Heavy Duty Window Screen	\$280.00
Repaint Window Screen Frame	\$25.00
Replace Damaged Window Shade	\$16.00
Replace Shade Bracket	\$6.00 EACH
Tempered Window Glass Ordered to Fit	A.C.L.M.
Window Glass Cut to Fit	\$40.00
Insulated Window Glass (28" x 27")	\$78.00
Insulated Window Glass (40" x 27")	\$100.00
Insulated Window Glass (40" x 30")	\$100.00
Insulated Window Glass (40"x 39")	\$112.00
Replace Broken Window Lock	\$10.00
Cut or Damaged Window Frame	\$100.00
Repair/Reinstall/ Replace Missing or Damaged Window Glaze	\$16.00
Fine: For Blocking Window with Bed Frame or Dresser	\$ 50.00

ELECTRICAL/HVAC

Replace Switch/Receptacle Cover	\$5.00
Replace Broken Light Switch	\$8.00
Replace Broken Duplex Receptacle	\$8.00
Living Room/Bedroom Light Fixture	\$25.00
Replace Double Cover or Switch/Receptacle Cover	\$6.00
Living Room/Bedroom Light Globe	\$20.00
Bathroom Light Fixture	\$20.00
10" Kitchen Light Fixture	\$42.00
10" Kitchen Light Globe	\$16.00
6" Hall Light Fixture	\$22.00
Four Foot Florescent Light Bulb - LED	\$10.00
Two Foot Florescent Light Fixture	\$25.00
Porch Light Fixture 81-1,2,	\$85.00
Porch Light Globe	\$37.00
Repair Exterior Emergency Bell	\$35.00
Replace Exterior Emergency Bell	\$65.00
Replace Smoke Alarm if Damaged by Resident	\$25.00
Replace Hearing Impaired Smoke Alarm if Damaged by Resident	\$150.00
Fine: Tampering, Disconnecting, or Removal of Battery from Smoke Alarm (Charge Per Alarm)	\$40.00 1st Offense Termination of Lease 2nd Offense
Always Contact Housing Authority Office	
Install/Replace Light Bulb for Resident	\$10.00
Fine: Obstructing Panel Box	\$50.00
Repair HVAC Outside Electrical Disconnect	\$26.00
Install Dryer Vent Kit (Charge Per Hour)	A.C.L.M.
Wall Thermostat	\$80.00
Tampering with Thermostat During Working Hours	\$25.00
Tampering with Thermostat After Working Hours	\$50.00
Heater Front Damaged by Resident	A.C.L.M.
Gas Valve Damaged by Resident	A.C.L.M.
Light Pilots, Cut Off by Resident	\$15.00
Light Pilots, Cut Off by Resident After Working Hours	\$45.00

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Remove Unauthorized Ceiling Fan	\$25.00
Exhaust Fan Assembly	\$86.00
Exhaust Fan Blade Assembly	\$24.00
Exhaust Fan Control Switch	\$33.00
Exhaust Fan Cover	\$18.00
Repair/Replace Condenser Guard	\$625.00
Repaint Condenser Guard	A.C.L.M.
Repair/Replace Refrigeration Line	A.C.L.M.
Recharge Refrigeration System Damaged by Resident	A.C.L.M.
Repair/Replace Vent Cover	\$45.00
Repair/Replace Fresh Air Return Grill	\$85.00
Repair/Replace Disconnect Damaged by Resident	A.C.L.M.
Fine: Not Complying with Air Conditioning Policy	\$50.00
Repair/Replace HVAC Disconnect & Master Lock 3220	\$40.00

YARD MAINTENANCE

Fine: For Trash Violation	\$ 50.00
Removal of Trash	A.C.L.M.
Removal of Grease from Yard	M.H.C.
Removal Grass and Weeds from Flower Bed	\$31.00
Remove Unauthorized Flowers/Plants/Shrubs from Yard/Flowerbed	\$31.00
Remove Trash from Roof and/or Porch	\$31.00
Fine: For Illegal Parking on Grass/Sidewalk/Alley	\$50.00
Repair Damaged Yard Caused by Driving or Digging	A.C.L.M.
Clean Outside Building	\$75.00
Remove Graffiti from Yard/Sidewalk/Street/Building	A.C.L.M.
Replace Damaged Tree/Shrub (Based on Actual Size and Age)	A.C.L.M.
Repair/Replace Damaged Soffit and Fascia	A.C.L.M.
Trim Tree and/or Shrub Upon Request of Resident	\$31.00
Fine: For Illegal Parking/Driving on Grass/Sidewalk/Alley/Areas marked DO NOT ENTER	\$80.00
T-Style Clothesline Pole	\$75.00
Clothesline Eye Bolts	\$3.00 EACH
Clothesline Wire	\$6.00 EACH
Fine: For Illegal Use of Water from Master Meter or Yard Hydrant	\$50.00

ADDITIONAL CHARGES FOR MOVE OUTS/TRANSFERS

Resident Request to Transfer	A.C.L.M.
General Cleaning Fee	\$50.00
Haul Off Trash/Furniture Remaining	\$25 PER LOAD
Charge Per Man Per Hour	\$40.00

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MISCELLANEOUS	
Charge for Unnecessary Service Call During Working Hours Ex: Checking apartments for repeated attempts to perform work orders called in by resident; finding no apparent reason for work order call in; removal of pets; assisting Sheriff's department in execution of Writ of Possession warrant (Per Man Hour)	\$35.00
Charge for Unnecessary Service Call After Working Hours	\$60.00
Excessive Damages Insurance Related Caused by Resident	Insurance Deductible
Returned Check (Plus Bank Charges)	\$25.00
Violation of Pet Policy – Having Pet(s) without Proper Authorization	\$50.00
Pet Related Damage/Situation	A.C.L.M.
Any Additional Repairs Not Otherwise Listed Per Hour	\$40.00
Any After Working Hour Repairs Not Otherwise Listed Per Hour	\$60.00
Man Hour Charge	\$40.00

ALL SCHEDULE OF CHARGES LISTED ARE MINIMUM AND ARE SUBJECT TO CHANGE

OUTSIDE STRUCTURES AND/OR EQUIPMENT

Residents are **not permitted** to have storage buildings, play equipment, swimming pools, dog houses, etc. or other types of items that must be moved in order to properly maintain the property or that may create a hazardous situation. Other persons on authority property, **UNLESS VISITING** (14 DAYS PER YEAR MAXIMUM), may be barred for loitering, Minimum 90 days/Maximum 10 years.

***Note:** Tenant is responsible for paying reasonable charges for maintenance work and/or repair of damages to the dwelling unit, inside or outside, caused by the tenant, a member of the tenant's household, or any tenant's guest. When Hartwell Housing Authority determines repairs or maintenance is needed, and is not caused by normal wear and tear, the tenant shall be charged the cost of the service, either in accordance with the Schedule of Charges or based on the actual cost to HHA for the labor and materials used.

HHA Maintenance working hours are

Monday-Thursday 8:00am-4:00pm and Friday 8:00am-12:00pm

After hour calls should be strictly for emergencies only, such as, Gas Leaks,

Water Leaks (Example: Busted Pipe or Flooded Unit), and/or

Heat/Air not functioning (Temperature Below 65° or Above 80°)

****We do not unlock doors after hours****

M.H.C. – MAN HOUR CHARGE

A.C.L.M. – ACTUAL COST LABOR AND MATERIALS

A.C.L.S.F. – ACTUAL COST LABOR AND STORAGE FEES

INSURANCE DEDUCTIBLE **\$2,500.00**