

APPENDIX K: SCHEDULE OF CHARGES

Uniform Schedule of Tenant Charges

Charge Policy

In order to standardize charges to tenants for similar services, this schedule should be used. All other charges not specifically included in the schedule shall be based upon the actual cost of material and labor at the current labor rate + current benefit percentage or the actual cost of the service provided if a third party contractor is required.

Copying Fees

A charge of 15 cents per page will be charged for any tenant-requested copies of documents from their file. Copies of PHA policies will be provided free of charge.

Late Fees

Wildwood Terrace – A late fee of \$10.00 or 5% of the rent, whichever is greater, will be charged to each tenant account with a balance due if the account is not paid in full by the 10th calendar day of the month.

All other properties - A late fee of \$25.00 will be charged to each tenant account with a balance due if the account is not paid in full by the 5th business day of the month.

All late fees will apply to late rent, maintenance charges, and delinquent repayment agreements.

Non-Sufficient Fund Fees

If a tenant account is paid with a personal check and the check is returned for non-sufficient funds (NSF) in the account:

Wildwood Terrace – an NSF fee equal to the fee charged to PHA by the bank will be passed on to the tenant for each check returned to the Housing Authority for “non-sufficient funds”.

All other properties - an NSF fee of \$40.00 or the maximum amount under the regulations applicable to the specific program, whichever is greater, will be charged for each check returned to the Housing Authority for “non-sufficient funds”.

Storage Rental

The PHA has a limited number of unheated secure storage lockers for tenant use. These are rented off a waitlist. The PHA will charge a monthly rental fee for storage lockers of \$17.00.

Wildwood Terrace – there is no charge for storage lockers at Wildwood Terrace.

Maintenance Charges

Maintenance charges cover only replacement necessitated by tenant abuse or neglect. Replacement requirement because of ordinary wear and tear shall be at the management expense. In cases where the cost of repair is greater than the cost of replacement, the replacement cost shall apply. In certain instances life cycle has been established (see page 4), and in these instances, the tenant shall be charged on the basis of the unused period.

Any maintenance work order chargeable to a tenant shall be plainly marked with the word “Resident Charge” across the order. This will be done either by the office staff or in some cases by the maintenance staff member when returning the work order after completion. The appropriate charge will be forwarded with a copy of the work order to the bookkeeper, where the charge will be posted to the account of the tenant.

Uniform Service Charge Schedule (Labor = \$30.00/hr)

Charge Description	Cost to Tenant
Plugged Toilet/Drains	\$30.00/ hr (Labor) After hours \$60.00 /hr plus Material
Dump Charges	\$30/small \$40/avg \$50/lrg
Key Charge/ Key Card	\$5/Key/Key Card/Manor, Villa, Terrace \$25/Key NOT returned at move-out
Lock Outs	\$15 during work - \$60 after hours (2 hour callback) \$0 during work hours - @ \$75 after hours
Change Locks	\$25 + 15 Minutes Labor (exchange) \$43 + 30 Minutes Labor (new lock) \$45 + 30 Minutes Labor (deadbolt – pair) \$65 + 45 Minutes Labor (lock set – 3)
Smoke Alarms	Materials + Labor \$100 fine for inoperable smoke alarms (This includes removal of battery, disconnected or intentionally removing smoke alarm)
Emergency Exits – Blocked Windows/Doors	\$50 fine for blocked windows/doors/egress
Cleaning of Dwelling Equipment or Extra Cleaning	See: Cleaning Table
Damage to Dwelling Unit and or Equipment (including: countertops, range, heater, fridge, heater, hot water tank, etc...)	\$30/hr + Material
Fans – Bathroom and/or Kitchen	Materials + Labor \$100 fine for disconnected fans
Replacement of Light Bulb(s) in units	\$5.00 standard/ \$7.50 fluorescent tubes each All bulbs for ceiling lights = material cost only
Replacement of Batteries 9v Smoke Detector	\$5.00 battery replaced each Material cost only
Thermostat Repair/Replacement	\$30/hr + Materials
Painting Charges	See: Paint table
Glass Replacement	\$30/hr + Materials
Window Shades Replacement	Months 1-12: 100% of actual cost 13-24: 66% of actual cost 25-36: 33% of actual cost
Drapes/Vertical Blind Replacement	Months: 1-12: 100% of actual cost 13-24: 80% of actual cost

Charge Description	Cost to Tenant
	25-36: 60% of actual cost 37-48: 40% of actual cost 49-60: 20% of actual cost
Replacement of Refrigerators/Stoves	The percentage of time remaining on the life of the appliance will determine the amount charged to the Tenant. The life expectancy of refrigerators & stoves is 10 years. The replacement cost of the appliance will be charged on a prorated basis for the remaining life of the appliance.
Replacement of Floor Coverings	The percentage of time remaining on the life of the floor covering will determine the amount charged to the Tenant. The life expectancy of tile or linoleum is 10 years, and 5 years for carpet. The replacement cost of the floor covering will be charged on a prorated basis for the remaining life of the covering.

Cleaning Table

CLEANING CHARGES: These charges cover cleaning necessitated by Tenant neglect

ITEM	LIGHT	MODERATE	EXCESSIVE
Stove	\$20	\$40	\$60
Refrigerator	\$20	\$40	\$60
BATHROOMS:	\$25	\$50	\$75
Doors	\$15	\$25	\$35
Cabinets	\$25	\$35	\$45
Windows	\$25	\$50	\$75
Floors	\$25	\$50	\$100
Shades/Blinds	Replacement	Cost	RC
Wallpaper/Contact Paper Removal	Labor	+	Materials
Trash	\$25	+	Labor
Pest Control	Actual	Cost	AC

Paint Charges

Where the need for painting all or part (including “touch up”) of a unit in advance of the normal cycle is due to abuse or neglect by the former tenant, the responsible party shall be charged a prorated share of the direct cost of painting – equal to the unexpired portion of the painting cycle calculated to the nearest quarter year. All painting charges must be explained in detail.

Months since last painted (% of tenant responsibility)

Months: Percent:	0-6 100%	7-12 85.5%	13-18 75%	19-24 62.5%	25-30 50%	31-36 37.5%	37-42 25%	43-48 12.5%
Living Room (complete)	\$186.50	\$159.4 6	\$139.8 8	\$116.5 6	\$93.25	\$69.94	\$46.63	\$23.31
Living Room (walls only)	\$126.64	\$108.2 8	\$94.98	\$79.15	\$63.32	\$47.49	\$31.66	\$15.83
Bedrooms - each (complete)	\$160.45	\$137.1 8	\$120.3 4	\$100.2 8	\$80.23	\$60.17	\$40.11	\$20.06
Bedrooms – each (walls only)	\$92.44	\$79.04	\$69.33	\$57.78	\$46.22	\$34.67	\$23.11	\$11.56
Dining Room (complete)	\$81.36	\$69.56	\$61.02	\$50.85	\$40.68	\$30.51	\$20.34	\$10.17
Dining Room (walls only)	\$59.37	\$50.76	\$44.53	\$37.11	\$29.69	\$22.26	\$14.84	\$7.42
Kitchen (complete)	\$111.67	\$95.48	\$83.46	\$69.80	\$55.84	\$41.88	\$27.92	\$13.96
Bathroom (complete)	\$100.57	\$85.98	\$75.42	\$62.85	\$50.28	\$37.71	\$25.14	\$12.57
Stairwells/Halls per floor	\$115.79	\$99.00	\$86.84	\$72.37	\$57.90	\$43.42	\$28.95	\$14.47
Utility Room	\$113.95	\$97.42	\$85.46	\$71.22	\$56.97	\$42.73	\$28.49	\$14.24

Schedule of Normal Wear & Tear

Item	Life/Years
Window Shades	3 years
Drapes	5 years
Blinds	5 years
Dishwasher	8 years
Refrigerator	10 years
Stove	10 years
Tile/Linoleum	10 years
Carpet	5 years
Interior Paint	4 years

This schedule should be used if any of these items needs to be replaced due to TENANT DAMAGE. Please use the percentage of time remaining in the life of the item to determine the amount to claim from the Housing Authority

Example: A carpet in a unit needs to be replaced after 4 years due to tenant damage. The equation to determine the amount to claim from the Housing Authority is as follows:

1 year (time remaining in the life of carpet) divided by
5 years = 20% of replacement cost of the item =
amount allowed to claim from the Housing Authority.