

POINSETT COUNTY HOUSING
AUTHORITY TENANT CHARGES
POLICY AND PROCEDURE

SUBJECT: The following tenant charges are for items replaced or repaired to correct damages caused by abuse or neglect. These are minimum charges and may be increased whenever actual costs are more. Charges are for our cost of material plus labor.

ALL TENANT LABOR CHARGES WILL BE BASED ON \$30.00 AN HOUR
LABOR BILLED IN 15 MINUTE INCREMENTS

SCREENS		<u>Estimated</u> <u>Charges</u>
Replace Screen Only	Cost+ Labor	\$35.00
Replace Screen & Frame	Cost+ Labor	\$45.00
Re-roll Screen	\$15.00	
 DOORS - INTERIOR AND EXTERIOR		
Complete Replacement	Cost+ Labor	\$100.00
Patch Hole & Refinish	Cost+ Labor	\$30.00
Entry Set Replaced	Cost+ Labor	\$35.00
Threshold Replaced	Cost+ Labor	\$30.00
Weather-stripping Replaced	Cost+ Labor	\$25.00
Door Sill and Jamb	Cost+ Labor	\$50.00
New Key (each) Tenant picks up at office	\$5.00	
Dead Bolt Lock Replaced (each)	Cost+ Labor	\$145.00
Passage Lock Replaced (each)	Cost+ Labor	\$30.00
Storm Door Replaced	Cost+ Labor	\$250.00
Storm Door Latch	Cost+ Labor	\$25.00
Storm Door Cylinder	Cost+ Labor	\$25.00
Clean (each room)	Cost+ Labor	\$25.00
Cove Base Replaced	\$4/FT	
Replace or Repair Floor Covering	Cost+ Labor	\$200/room
Carpet Cleaning	Cost+ Labor	\$50/room

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<u>WINDOWS</u>		<u>Estimated Charges</u>
Replace Glass	Cost+ Labor	\$150.00
Replace and install Blinds (37 inch or smaller)	\$25.00	
Replace and install Blinds {38 inch or larger)	\$30.00	
Replace Entire Window	Cost+ Labor	\$300.00

WALLS AND CEILINGS

Holes Repaired (under 3 inches) (per hole)	Cost+ Labor	\$30.00
Holes Repaired (over 3 inches) (per hole)	Cost+ Labor	\$30.00
Repaint (per room)	Cost+ Labor	\$150.00
Graffiti Removed	Cost+ Labor	\$30.00
Mirrors Removed/Wall Repaired	Cost+ Labor	\$60.00
Decals Removed/Wall Repaired (each location)	Cost+ Labor	\$30.00
Wall Paper Removed /Wall Repaired (each location)	Cost+ Labor	\$100.00

ELECTRICAL

Receptacle	Cost+ Labor	\$18.00
GFI Receptacle	Cost+ Labor	\$30.00
Kitchen Fixture	Cost+ Labor	\$70.00
Living Room Fixture	Cost+ Labor	\$60.00
Bedroom Fixture	Cost+ Labor	\$25.00
Porch Fixture	Cost+ Labor	\$30.00
Bathroom Fixture	Cost+ Labor	\$30.00
Kitchen Cabinet Fixture	Cost+ Labor	\$30.00
Smoke Detector (Electric type)	Cost+ Labor	\$35.00
Replace Missing Battery in Smoke Alarm or Missing Smoke Alarm	\$50.00	
T.V. Connection	Cost+ Labor	\$20.00
Appliance Bulb	Cost+ Labor	\$18.00
Fluorescent Bulb	Cost+ Labor	\$21.00
Regular Light Bulb	Cost+ Labor	\$15.00
Ceiling Fan	Cost+ Labor	\$100.00

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<u>PLUMBING</u>		<u>Estimated</u> <u>Charges</u>
Strainer Basket	Cost+ Labor	\$30.00
Sink Stopper	\$5.00	
Tub Stopper	Cost+ Labor	\$20.00
Tissue Holder	Cost+ Labor	\$20.00
Tissue Roller	Cost+ Labor	\$15.00
Towel Bar	Cost+ Labor	\$30.00
Soap Dish	Cost+ Labor	\$23.00
Tooth Brush/Tumbler Holder	Cost+ Labor	\$23.00
Grab Bar	Cost+ Labor	\$50.00
Mirror	Cost+ Labor	\$75.00
Medical Cabinet	Cost+ Labor	\$0.00
Unstop Sewer System	Cost+ Labor	\$0.00
Unstop Sink	Cost+ Labor	\$50.00
Unstop Commode	Cost+ Labor	\$50.00
Commode Bowl Replaced	Cost+ Labor	\$75.00
Commode Tank Replaced	Cost+ Labor	\$75.00
Commode Flush Lever Replaced	Cost+ Labor	\$25.00
Commode Chain Replaced	Cost+ Labor	\$15.00
Commode Seat Replaced	Cost+ Labor	\$40.00
Commode Removed and Reset	Cost+ Labor	\$70.00
Shut-Off Handle/Valve Replaced	Cost+ Labor	\$25.00
Shower Rod	Cost+ Labor	\$25.00
Kitchen Sink Replacement	Cost+ Labor	\$225.00
Bathroom Sink Replacement	Cost+ Labor	\$100.00

CABINETS

Replace Counter Top/Per Linear Foot	Cost+ Labor	\$22/ft
Door Replaced	Cost+ Labor	\$75.00
Drawer Replaced	Cost+ Labor	\$100.00
Shelf Replaced	Cost+ Labor	\$0.00
Hinge Replaced	Cost+ Labor	\$20.00
Handle Replaced	Cost+ Labor	\$20.00
Catch Replaced	Cost+ Labor	\$20.00

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Estimated
Charges

REFRIGERATORS

Cleaned	Cost+ Labor	\$40.00
Drip Pan Replaced	Cost+ Labor	\$20.00
Door Gasket Replaced	Cost+ Labor	\$75.00
Control Knob Replaced	Cost+ Labor	\$25.00
Keeper Cover Replaced	Cost+ Labor	\$35.00
Decals Removed	Cost+ Labor	\$15.00
Crisper Drawer	Cost+ Labor	\$40.00
Door Bars	Cost+ Labor	\$25.00

RANGES

Cleaned	Cost+ Labor	\$40.00
Surface Burner Replaced	Cost+ Labor	\$35.00
Drip Pan Replaced	Cost+ Labor	\$20.00
Door Spring Replaced	Cost+ Labor	\$30.00
Door Gasket Replaced	Cost+ Labor	\$30.00
Door Handle Replaced	Cost+ Labor	\$35.00
Decals Removed	Cost+ Labor	\$25.00

HEATERS/AIR CONDITIONER

Thermostat Replaced	Cost+ Labor	\$50.00
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PEST CONTROL SERVICES

Charge on Call Back or Re-Spray Apartment	Actual Cost
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MISCELLANEOUS

Clean off Roof	\$25.00
Cleaning and picking up Yard	\$25.00
Unlocking Door during Working Hours (8:00 - 4:30pm)	\$25.00
Unlocking Door after hours	\$50.00
Oil on Drive	\$50.00
Mailbox Lock	\$35.00
Mailbox Key	\$11.00

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PAINTING - On Move-Out with Less Than 5 Years Since Last Paint Job

Before 1 Year	5/5 of Actual Cost
After 1 Year	4/5 of Actual Cost
After 2 Year	3/5 of Actual Cost
After 3 Year	2/5 of Actual Cost
After 4 Year	1/5 of Actual Cost
After 5 Year	No Charge

OTHER FINES AND CHARGES

Estimated
Charges

Ruts in Yard	\$6.00 per Foot Plus Labor
Damage to Landscaping	Cost+ Labor

APARTMENT CLEANING CHARGES

1 Bedroom	\$140.00
2 Bedroom	\$160.00
3 Bedroom	\$180.00
4 Bedroom	\$200.00

HAUL OFF FEE

Items that are left and must be hauled off (including trash) will be charged at \$100.00 per load due to cost of gas and disposal of goods.

This list is not inclusive: charges will be made for repair of tenant-damaged to items not listed by using the Actual Cost of Repair or Replacement (Material and Labor).