



## MAINTENANCE CHARGE SCHEDULE

### CHARGES BILLED TO THE TENANT

Tenants are responsible for the cost of all actual damage to their unit that is beyond normal wear and tear. All charges are subject to change according to what CMHA must pay for supplies for materials. All charges for damages and repairs not listed as a standard charge will be charged to the resident based on the actual cost of the materials used plus \$20.00/hour for labor. This is referred to as Labor and Materials (L&M) in the Maintenance Charge Schedule listed below.

### AIR CONDITIONER INSTALLATION SERVICE

CMHA will securely install a resident-owned air conditioner in a unit. There is a \$50.00 charge for the air conditioner installation or to correct an improperly installed unit. If a resident installs the air conditioner, it must be properly mounted with brackets. There will be a \$25.00 charge for any A/C accessories needed to install the A/C unit.

**REMOVAL:** There will be a \$100.00 charge for any A/C unit that has to be removed due to improper installation, too many A/C units, being oversized or unsafe.

### MOVE-OUT CHARGES

When vacating a unit, residents will be liable for the cost of damage and repairs, except for normal wear and tear. It is the resident's responsibility to notify the Property Manager of the intent to vacate so that a Move-Out inspection of the unit can be conducted to determine the condition of the unit.

### NON-EMERGENCY CHARGES

Residents will be charged \$50.00 in the event that an after-hours Emergency Maintenance request is made and it proves not to have been an emergency situation.

### REFUSING SCHEDULED SERVICES

Refusal of a scheduled service (i.e., inspection, pest control services, etc.) will result in a \$100.00 for return service.

### TOWING CHARGE

Vehicles that appear not to be road worthy, or that have expired license tags, will be ticketed by CMHA staff. If the vehicle is not moved, it will be towed. The towing company charges a fee to reclaim the vehicle. If the vehicle is not claimed from the towing company, the resident is charged \$50.00 for CMHA to dispose of the vehicle.

### EXCESS UTILITY CHARGES

Residents are required to pay reasonable charges for utility consumption for certain major appliances not furnished by management but requested by the resident (e.g. freezer, air conditioner). CMHA will provide air conditioning in the buildings that are designated for the elderly and disabled only. Tenants must receive authorization from the Property Manager **prior to** installing any major appliances. Tenants living in general occupancy units where central air conditioning usage can be controlled within the unit may pay excess utility charges for the actual usage, if the air conditioning usage is not charged to the tenant's account with the utility provider. Listed below are excess utility charges.

**EXCESS UTILITY CHARGES**

<b>APPLIANCE</b>	<b>2020</b>
Refrigerator	\$22.00
Freezer	\$19.00
Air Conditioner	\$47.00

**PLUMBING SERVICES and EQUIPMENT**

<b>ITEM</b>	<b>CHARGE</b>
Toilet (Complete)	\$282.00 each
Open Drains (Unstop Sink & Tub)	\$ 28.00 each
Open Toilet (Unstop Toilet)	\$ 33.00 each
Remove Object From Vent	\$ 13.00 each
Take Toilet up to remove object(s)	\$ 72.00 each
Toilet Bowl Replacement	\$156.00 each
Toilet Lid Only, Tank Topper Replacement	\$ 30.00 each
Toilet Seat (Installed)	\$ 23.00 each
Tub & Bathroom Sink Stopper Chain	\$ 6.00 each
Tub & Kitchen Sink Stopper	\$ 6.00 each
Bathroom Stopper	\$ 6.00 each
Kitchen Sink Basket Strainer	\$ 9.00 each
Bathroom Towel Bar (Complete)	\$ 26.00 each
Toilet Paper Holder (Complete)	\$ 13.00 each
Toilet Paper Roller Only	\$ 4.00 each
Medicine Cabinet Mirror	\$ 31.00 each
Medicine Cabinet Shelf	\$ 9.00 each
Medicine Cabinet (Complete)	\$ 83.00 each
Vestar Shower Head	\$ 39.00 each
Shower Rod	\$ 26.00 each

**ELECTRICAL SERVICES and EQUIPMENT**

<b>ITEM</b>	<b>CHARGE</b>
Smoke Detector – Battery Operated	\$ 22.00 each
Smoke Detector-Hardwired, Battery-Backup	Labor & Material
Smoke Detector/Thermostat Batteries Replacement	\$ 7.00 each
Light Shade, Bathroom	\$ 11.00 each
Switch Plate	\$ 4.00 each
Outlet Plate	\$ 4.00 each
Light Globes	Labor & Material

**STOVE/OVEN PARTS**

<b>ITEM</b>	<b>CHARGE</b>
Drip Pan	\$ 7.00 each
Broiler Door Handle	\$14.00 each
Oven Door Handle	\$14.00 each
Burner Knob	\$ 9.00 each
Oven Control Knob	\$ 9.00 each
Burner Cap	\$ 4.00 each

Oven Rack	\$ 15.00 each
30" Stove	\$ 301.00 each
20" Stove	\$ 274.00 each
Range Cleaning	\$ 33.00 (medium grime)
	\$ 66.00 (heavy grime)

### REFRIGERATOR

ITEM	CHARGE
Refrigerator <sup>1</sup>	\$ 436.00 each
Crisper Glass	\$ 33.00 each
Shelf Trim	\$ 9.00 each
Freezer Door	\$ 92.00 each
Defrost Tray	\$ 25.00 each
Shelf	\$ 15.00 each
Butter Compartment Door	\$ 13.00 each
Door Gasket	\$ 46.00 each
Inner Door Panel	\$ 62.00 each
Fresh Food Door	\$121.00 each
Vegetable Bin	\$ 31.00 each
Refrigerator Cleaning	\$ 33.00 (medium grime)
	\$ 66.00 (heavy grime)

### SCREENS

ITEM	CHARGE
Window Screen Complete (Aluminum)	\$ 40.00 each
Door Screen	\$ 40.00 each
Re-Screen Window	\$ 17.00 each
Re-Screen Door	\$ 17.00 each

### WINDOW GLASS REPLACEMENT

ITEM	CHARGE
Prime Sash, Single Pane	\$ 31.00 each
Prime Sash, Double Pane-Thermal	\$ 57.00 each
Storm Sash (All Types)	\$ 26.00 each

### WINDOW SHADES, ROLLERS AND FIXTURES

ITEM	CHARGE
Window Blinds	\$22.00 each
Curtain Rod	\$ 7.00 each
Curtain Rod Ends	\$ 2.00 each
Window/Blind Brackets (Regular)	\$ 2.00 each
Traverse Rod	\$24.00 each

<sup>1</sup> This represents the minimum replacement charge. The actual charge may be higher, depending on the size of the refrigerator. A punctured evaporator requires the replacement of the refrigerator.

## WINDOW PARTS

ITEM	CHARGE
Take-Out Clips	\$ 2.00 each
Sash Balance	\$20.00 each
Latch	\$ 7.00 each
Window Adjusting Arm	\$ 9.00 each

## KITCHEN CABINETS

ITEM	CHARGE
Kitchen Cabinet Replacement	Labor & Materials
Kitchen Counter Replacement	Labor & Materials
Drawer Replacement	\$39.00 each
Side Mount Drawer Guides	\$20.00 each
Stain & Varnish a Cabinet, regular door	\$50.00 each
Stain & Varnish a Cabinet, small door	\$33.00 each
Cabinet Door Hinges	\$ 7.00 each pair

## KEYS AND LOCKS

ITEM	CHARGE
Mail Box Lock	\$ 10.00 each
Door Key	\$ 7.00 each
Passage-Privacy Lock	\$17.00 each
Mortise Lock	Labor & Materials
Dead Bolt Lock	\$46.00 each
Entrance Lock <sup>2</sup>	Labor & Materials
Lock Out (Working Hours)	\$29.00 each.
Lock Out (After Hours/Weekends) <sup>3</sup>	\$57.00 each.
Change Lock (Resident Request)	\$52.00 each
Change Lock–Same Day (Resident Request)	\$64.00 each

## PAINTING

ITEM	CHARGE
1 Bedroom Apartment	\$ 503.00
2 Bedroom Apartment	\$ 631.00
3 Bedroom Apartment	\$ 1001.00
4 Bedroom Apartment	\$1,232.00
Single Family Home	\$1,617.00
Primer Paint Room 12' x 12'	\$ 19300
Paint Room 12' x 12'	\$ 165.00
Repair Drywall	\$ 30.00/ square foot
Remove Wallpaper	Labor & Materials

<sup>2</sup>CMHA reserves the right to order a lock change when there is reason to believe that the household has requested an excessive number of keys to the unit. In these cases, the resident will be charged for the lock change.

<sup>3</sup> CMHA does not respond to lockouts between 11:00 p.m. and 8:00 a.m. on any day, including holidays.

### JANITORIAL/DEEP CLEAN<sup>4</sup>

ITEM	CHARGE
1 Bedroom Apartment	\$385.00
2 Bedrooms Apartment	\$440.00
3 Bedrooms Apartment	\$550.00
4 Bedrooms Apartment	\$770.00
Single Family Home	\$990.00

### TRASH, LITTER and LAWN<sup>5</sup> CHARGES

ITEM	CHARGE
Baliff Set Out of Unit	\$440.00
Trash-Out Unit	
Cost By Bedroom Size	\$150.00
Efficiency to Two Rooms	\$400.00
Three to Five Rooms	\$600.00
Six or More Rooms	\$ 3.00/ sq. ft.
Repair Turf Damage	
Clean Yard	\$ 25.00 for each bag of trash or Actual Contractor Charge
Remove Large Items from Yard	\$ 25.00 for each item
Mowing/Landscaping Services	Actual Contractor Charge
Pull Trash Toter to or from Curb	\$ 75.00 each

### MISCELLANEOUS

ITEM	CHARGE
Carpet Replacement due to damage	\$ 4.00/ sq. ft.
Floor Tile Replacement due to damage	\$ 2.00/ sq. ft.
Door Stop	\$ 4.00 each
Exterior Door (New)	Labor & Materials
Interior Door (New)	Labor & Materials
Storm Door (New)	Labor & Materials
Repair Exterior Door	Labor & Materials
Repair Storm Door	Labor & Materials
Mail Slot	\$ 9.00 each
Shelving Repair/ Replacement	Labor & Materials
Storm Door Bottom Sweep	\$13.00 each
Storm Door Kick Plate	\$83.00 each
Storm Door Closer	\$24.00 each
Storm Door Chain	\$ 6.00 each
Storm Door Lock	\$18.00 each
Security Screen Replacement	\$72.00 each
Furnace Thermostat Replacement	\$ 46.00 each

<sup>4</sup> The janitorial charge will also apply when a life safety issue is created by poor housekeeping, affecting the health, safety, or welfare of the tenant or other residents. CMHA will use a professional cleaning company to correct the poor housekeeping condition.

<sup>5</sup> Mowing and landscaping maintenance charges only apply to scattered site housing for which the resident is responsible for the upkeep of the lawn, trimming shrubbery, etc.

**ANY OTHER DAMAGE CAUSED BY A RESIDENT OR THEIR GUEST THAT IS NOT REFLECTED ON THIS MAINTENANCE CHARGE SCHEDULE WILL BE BILLED AT THE ACTUAL COST FOR THE TIME AND MATERIALS REQUIRED TO MAKE THE REPAIR.**