



SCHEDULE OF CHARGES

The following schedule is for charges to be assessed to the tenant due to the tenant's, tenant's household, or tenant's guest's act, or failure to act, that caused a need for repair or service from the WVHA.

(All assessments for repairs will be established with proper consideration of normal wear and tear.)

DURING NORMAL, MAINTENANCE WORKING HOURS

8:00 AM – 4:30 PM MONDAY THRU FRIDAY, EXCLUDING HOLIDAYS.

* **\$30.00 PER HOUR CHARGE** -ALL LABOR PERFORMED (Including travel time.)

* **¼ HOUR MINIMUM CHARGE.**

Additional labor will be charged in ¼ hour increments at the normal rate for the amount of time staff actually spent.

AFTER NORMAL, MAINTENANCE WORKING HOURS

4:30 PM-8:30 AM MONDAY THRU FRIDAY, WEEKENDS & HOLIDAYS.

* **\$45.00 PER HOUR CHARGE** –ALL LABOR PERFORMED (Including travel time.)

* **2 HOUR MINIMUM CHARGE.**

Additional labor will be charged in ¼ hour increments at the overtime rate for the amount of time staff actually spent.

LOCK OUT RESPONSE CHARGES

* **\$30.00** For **Staff Response** to open door **during business hours.**

* **\$90.00** For **Staff Response** to open door **after hours.**

LOCKS

Security Lock: (Entry, storage, etc.)

-Rekey	\$15.00 EA.
-Replacement	\$50.00 EA.
-Duplicate key	\$ 5.00 EA.

Mailbox Lock:

-Replacement	\$20.00 EA.
-Duplicate key	\$ 5.00 EA.

If staff are unable to duplicate or replace key, the lock may be changed at the cost noted above.

MOVE IN / MOVE OUT:

Tenants will be issued two (2) keys for their mailbox upon initial lease-up. If tenant fails to return both keys upon move out, WVHA will assess the lock replacement fee.

SMOKE DETECTOR

***\$65.00 Tampering Fee** –Disabling, removing, or damaging.

PLEASE NOTE:

IF MAINTENANCE STAFF IS UNABLE TO MAKE THE REPAIR, CONTRACTED SERVICES MAY BE EMPLOYED AND THE TENANT WILL BE CHARGED FOR THE ACTUAL COST(S) INCURRED.

DAMAGE THAT PROMPTS THE HOUSING AUTHORITY TO MAKE A CLAIM WITH THEIR OWN INSURER, WILL BE CHARGED TO THE TENANT AT THE COST OF THE HOUSING AUTHORITY'S CURRENT, INSURANCE DEDUCTIBLE. TENANT MAY ALSO BE RESPONSIBLE FOR COST(S) TO SECURE THE UNIT AND/OR THOSE NOT COVERED BY INSURER.



SCHEDULE OF CHARGES

The following are typical repair items and their typical, associated costs. This is not an exhaustive list of all, potential charges. **Repair items, not included in this schedule, will be billed at the normal, or overtime rate (depending on time work is performed), indicated on page 1, plus the actual cost of materials necessary to complete the work and/or make the repair.**

PAINTING

The cost of painting will be assessed based upon an expectation of three(3) years of useful life of a freshly painted wall. Cost will be pro-rated based upon the number of months remaining from end of occupancy to the 36 month mark. (The expected useful life.)

Complete Paint Rate:

Efficiency	\$205.00
1 Bedroom	\$275.00
2 Bedroom	\$350.00
3 Bedroom	\$450.00
4 Bedroom	\$540.00

By Room or Section:

Bedroom	\$ 75.00
Kitchen	\$ 80.00
Bathroom	\$ 45.00
Living Room	\$ 65.00
Dining Room	\$ 55.00
Hallway	\$ 40.00
Closet	\$ 35.00
Wall	\$ 25.00

Additional preparation costs, due to tenant damage / neglect will be charged at normal, hourly rate, plus the cost of materials.

FLOORING

The cost of replacing flooring will be assessed based upon the need to replace the flooring prior to the end of its expected useful life as calculated from original installation.

Replacement:

Carpet (5 Yr. Proration)	\$ Cost
Vinyl (10 Yr. Proration)	\$ Cost
Tile (20 Yr. Proration)	\$ Cost

Repair:

Carpet	\$ 15.00 sq/ft
Vinyl	\$ 20.00 sq/ft
Tile	\$ 6.00 sq/ft

WALL / CEILING REPAIR

	<u>Min.Chg.</u>	<u>Max. Chg.</u>
Damage up to 4" hole	\$30.00	Cost
Damage over 4" hole size	\$50.00	Cost

CLEANING SERVICES

	<u>Min.Chg.</u>	<u>Max. Chg.</u>
Carpet Cleaning	\$30.00	Cost
Drape Cleaning	\$30.00	Cost
Yard Maintenance	\$30.00	Cost

REMOVAL / HAULING / DISPOSAL

Service Charge for P/U Request	\$25.00, plus dump fee
Illegal / Improper Placement in Trash	\$30/hour, plus dump fee
General Refuse (Left in Yard or Unit)	\$30/hour, plus dump fee
Christmas Tree	\$15.00 EA.

WINDOW COVERINGS

	<u>Min.Chg.</u>	<u>Max. Chg.</u>
Curtain Rod	\$ 7.50	Cost
Traverse Rod (up to 48")	\$25.00	Cost
Traverse Rod (48" to 75")	\$35.00	Cost
Center Bracket	\$ 7.50	Cost

APPLIANCES

	<u>Min.Chg.</u>	<u>Max. Chg.</u>
Small Drip Pan (6")	\$ 3.00	Cost
Large Drip Pan (8")	\$ 4.00	Cost
Surface Element (6")	\$ 15.00	Cost
Surface Element (8")	\$ 20.00	Cost

If a tenant is charged maintenance costs, and the tenant feels they should not have been assessed the charge(s), they have the right to contest them with their Property Manager. Staff will review the charge(s) and provide the tenant with a response as to the outcome of such review. If the tenant is dissatisfied with the result of the review, they may pursue the matter formally through the Grievance Procedure. (See WVHA's Grievance Policy for more information.)