

Tenant Charges

Tioga/Bradford County Housing Authorities

KEYS/LOCKS

Key Blanks	\$5.00
Key Fob	\$8.00
Duplicate Keys	\$5.00
Lock Inside Passage	Parts plus labor
Outside Lock replacement	Parts plus labor
Replacement of mailbox key	\$5.00
Lock tumbler	Parts plus labor
Keys not returned upon vacate of apartment	\$50.00
Replacement of damaged lock set	Parts plus labor

LOCKOUTS:

During normal business hours	\$10.00
After normal business hours	\$25.00

ELECTRIC

Receptacle	Parts plus labor
Compact Fluorescent light bulbs	Material
Light Switch	Parts plus labor
Light fixture (glass)	Parts plus labor
Replacement of breakers	Parts plus labor
Thermostats (Wall type)	Parts plus labor
Face Cover-single	Parts plus labor
Installation of Ceiling Fan	Parts plus labor
Telephone Jacks (if installing over two per apt.)	Parts plus labor

PLUMBING

Unstopping sinks and toilets	Labor plus drain cleaning supplies
Replacement of toilet	Parts plus labor
Toilet repairs	Parts plus labor
Toilet Seat – Round	Parts plus labor
Toilet Seat – Elongated	Parts plus labor
Toilet handles	Parts plus labor
Sink handles	Parts plus labor
Tub fill spouts	Parts plus labor
Kitchen faucets	Parts plus labor
Kitchen sink strainer	Parts plus labor
Soap dish replacement (recessed)	Parts plus labor
Shower Hose	Parts plus labor

INDOOR REPAIRS

Tub chipped – up to ½” diameter	Material plus labor
Tub chipped - over ½” up to 2”	Material plus labor

INDOOR REPAIRS CON'T

Tub replacement (new) due to damages	Parts plus labor
Lavatory – replaced or repaired	Parts plus labor
Mirror – 25 X 30	Parts plus labor
Shower rod replacement	Parts plus labor
Medicine Cabinet	Parts plus labor
Replacement and/or adjustment BI fold door	Parts plus labor
Storm door spring	Parts plus labor
Bi-fold door pivots & guides	Parts plus labor
Top roller 50-7 Bi-fold	Parts plus labor
Hand rail replacement	Parts plus labor
Handrail Bracket replacement	Parts plus labor
Hinge pin door stop	Parts plus labor
Tension block for Bi-fold	Parts plus labor
Floor model doorstop	Parts plus labor
White standard curtain rods	Parts plus labor
Drawer repair (small)	Parts plus labor
Drawer repair (large)	Parts plus labor
Mini blinds (Supplied by tenant, can not be removed)	Labor
Towel bar replacement – dowel, bolts, labor and spackle	Parts plus labor
Towel bar replacement – new	Parts plus labor
Paper holder (repair) bolts, labor and spackle	Parts plus labor
Paper holder – new	Parts plus labor
Supply lines, toilets and faucets	Parts plus labor
Carpet Shampooing	Labor plus material
Wall damage repairs	Labor plus material
Door replacement (interior)	Labor plus material
Door replacement (exterior)	Labor plus material
Wall saver – Door Stop	Parts plus labor
Tension block for Bi-fold	Parts plus labor

OUTDOOR REPAIRS

Replacement of window glass	Parts plus labor
Screen replacement (windows and doors)	Parts plus labor
Window screen frame replacement	Parts plus labor
Storm door closer	Parts plus labor
Storm door latch (interior or exterior)	Parts plus labor

AIR CONDITIONERS

TENANT PROVIDES AIR CONDITIONER. MAINTENANCE WILL INSTALL FROM WORK ORDER SUBMITTED BY TENANT. A MONTHLY FEE WILL BE ACCESSED TO THE TENANTS ACCOUNT FOR EACH MONTH THE A/C REMAINS IN THE WINDOW. THERE WILL BE NO PRO-RATED CHARGES FOR A/C'S. AT PROJECTS WHERE STORAGE IS AVAILABLE A/C'S WILL BE STORED AT NO COST TO THE TENANT WHEN NOT IN USE.

Yearly cost to have A/C (efficiencies and one (1) bedroom)	\$ 15.00 PER MONTH
Yearly cost to have A/C (all other larger units per A/C)	\$ 20.00 PER MONTH

(All prices are per air conditioner)

HOUSEKEEPING CHARGES

Cleaning charge at vacate - as per our lease and tenant handbook all apartments are to be returned to the HA in the condition that the resident received it – any cleaning beyond normal wear and tear should be charged to the tenant at a rate of \$15.00 an hour, except cleaning of stove or refrigerator which have specific charges as listed below.

Cleaning Refrigerator	\$20.00 @ hr. plus chemicals
Cleaning Stove	\$20.00 @ hr. plus chemicals

Pest Control

Routine Pest control is not charged to the resident. However preparation for treatment of an infestation is the responsibility of the resident. Failure to prepare properly will result in a \$50 labor fee to the resident.

Mattress encasements	\$40.00 per cover
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STOVE REPAIRS

Stove grates (Gas Stove)	Parts plus labor
Stove top chips – Up to ½” diameter	Parts plus labor
Stove top replacement, due to damage, 20”	Parts plus labor
Stove top replacement, due to damage, 24”	Parts plus labor
Stove top replacement, due to damage, 30”	Parts plus labor
Stove top replacement, due to damage, 36”	Parts plus labor
Oven Shelves	Parts plus labor
Brown oven door seal (long)	Parts plus labor
Brown oven door seal (short)	Parts plus labor
Stove Drip Pans (Large)	Parts
Stove Drip Pans (Small)	Parts

REFRIGERATOR REPAIRS

Refrigerator repairs	Parts plus labor
Refrigerator ice cube trays – DO NOT SUPPLY	
Refrigerator gasket	Parts plus labor
Refrigerator crisper cover	Parts plus labor
Refrigerator crisper cover posts	Parts plus labor

TENANT TRANSFER TO DIFFERENT APARTMENT \$75.00 Administrative
.Fee + the cost of any repairs, cleaning & painting needed in the vacated apartment.

TRANSFERS ONLY OCCUR WHEN THE A & O POLICY FOR TRANSFERS HAVE BEEN FOLLOWED AND APPROVED BY MANAGMENT

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MAINTENANCE

Yard cleaning	Labor
Maintaining yards	Labor
Removal of trash upon vacate of apartment	Labor plus dump fee

Labor and Cleaning fee's for the above listed items and additional repairs or cleaning not listed will be at the following rate:

Labor costs:	\$20.00 Per hour (to be adjusted annually)
Cleaning Costs:	\$15.00 Per hour (to be adjusted annually)

PAINTING

Normal wear of painting is five (5) years. The Housing Authority will pay all costs for painting the apartment if the five year residency period has expired. However, if a tenant requests that his/her apartment be painted before the five-year period is up, or tenant moves out and apartment needs painting the tenant must assume a charge as follow

3 Years or less - the tenant assumes all costs of painting

4 Year residency in apartment, tenant must pay ½ of the cost for painting of apartment.

5Years or more - residency in apartment HA will pay full cost of painting.

We have standard colors for the apartments that will be used by the maintenance department.

No painting will be done by tenant without consent of the Authority.

In all cases, when an apartment is vacated, the maintenance foreman determines if an apartment is in need of painting.

Painting:	\$20.00 @ hour as per schedule above.
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