

## Maintenance Charge List Enterprise Housing Authority

Effective Date: January 1, 2020

Charges may be made for any tenant caused damages.  
We reserve the right to charge the total cost for any repair necessary because a tenant damages or neglects to take care of the property they rent.  
The charges listed below are a guideline but do not necessarily reflect the actual amount that will be charged for any repair.

You will receive a notice of charges made to your account. You have the right to ask for an explanation of any charge made to your account. However, if you disagree with any charge, you must call us within ten (10) days of the date on your notice.  
Ten days after the notice is sent, all charges are final.  
Maintenance Charges will be added to your rent account and are due and payable the first day of the first month following the date on your notice.  
You may request a repayment agreement to make payments on maintenance charges.

Code	Procedure #	Description of Work	Tenant Cost
3		<b>Painting/Drywall</b>	
	3001	Painting room	\$75
	3002	Exterior Painting - cost for area painted	cost
	3003	Apply stain blocking primer (minimum charge \$15)	cost
	3004	Repair walls to paint (cost as per damage)	cost
4		<b>Electrical</b>	
	4001	Replace Light Fixture	\$35
	4002	Replace Light Globe	\$10
	4003	Replace Light Switch / Plug Covers	\$3
	4004	Replace Smoke Alarm (tenant damaged)	\$35
	4005	Other Electrical - cost as per damage	cost
		9V Battery for Smoke Alarm	\$3
		Light Bulb Replacement	\$4
		Tenants are subject to a \$25 fine if smoke alarms are found inoperable due to tenant damage/neglect or electrical device covers are found missing.	

Code	Procedure #	Description of Work	Tenant Cost
5		<b>Appliances</b>	
	5001	Clean Refrigerator, Stove or Range Hood (each)	\$25
	5002	Replace Stove/Range Hood Control Knobs (each)	\$7
	5003	Replace Range Hood Filter	\$10
	5004	Removing stickers from Refrigerator Door - per sticker	\$5
		Drip Pans for Stove (each)	\$3
		Stove Burners	\$8
		Replace Refrigerator Gasket (tenant neglect)	\$30
	5005	Other Appliance Repairs - cost as per damage	cost
6		<b>Heat / Air Conditioning System</b>	
	1001	Mini Split System Repairs	cost
	2001	Heat Pump System Repairs	cost
	6001	Replace Mini Split Filter	\$25
		Sized A/C Filter	\$3
		Clean A-Coils (tenant neglect)	\$45
		Clean Mini Split Coils and Fan (tenant neglect)	\$45
		Clean Mini Split Filters (tenant neglect)	\$15
		Two AAA Batteries for Mini Split Remote	\$3
		Lost or Damaged Mini Split Remote	\$40
	6002	Other repairs - cost as per damage	cost
7		<b>Plumbing</b>	
	7001	Unstop Drain - Using electric snake	\$40
	7002	Unstop Drain - Using drain opener	\$15
		Unstop Drain - Pulling P-Trap	\$15
	7003	Unstop Commode - Using plunger or toilet awger	\$25
	7004	Unstop Commode - Pulling commode	\$65
	7005	Replace Commode	cost
	7006	Replace Commode Seat	\$20
	7007	Replace Sink Strainer / stopper	\$4
	7008	Other Repairs - cost as per damage	cost
8		<b>Unit Repair / Clean at Move-out</b>	
	8001	Cleaning	\$100
	8002	Removing Furniture / Trash - per truck load	\$35
	8003	Cleaning / Raking Yards	\$25
	8004	Removing Wallpaper / Wall Stickers - per room	\$25
	8005	Other unlisted work necessary	cost

<b>Code</b>	<b>Procedure #</b>	<b>Description of Work</b>	<b>Tenant Cost</b>
9		<b>Other Necessary Repairs or Cleaning</b>	
	9001	Rescreen Doors (per panel)	\$25
	9002	Replace Window Screens	cost
	9003	Replace Window Blinds - per window	\$15
	9004	Replace Clothes Line (per rung)	\$5
	9005	Replace Key - Apartment / Mail Box	\$3
	9006	Replace Mail Box Lock	\$25
	9007	Replace Apartment Locks	\$40
		Replace Door Knob	\$40
		Replace Interior Door (Tenant Damaged)	\$85
	9008	Removing Trash/Toys from Roof	\$15
	9009	Clean oil/grease from parking area	\$40
		Tenants are subject to a \$50 fine if found dumping cooking oil outside	
	9010	Other Repairs - as per damage	cost
10		<b>Parking on Grass</b>	
	10001	First time we find a car parked on your grass	\$5
	10002	Charge doubles every time we find a car parked on your grass, 2nd offence \$10, 3rd offence \$20, 4th offence \$40, etc....	as per offence