

## TENANT CHARGE LIST - COLONIAL MANOR

This charges listed is for damages to the apartment that are beyond normal wear and tear. Tenants will be charged for the repairs and replacement if it is due to misuse. Normal wear and tear is the authority's expense. Maintenance staff is only permitted to respond to emergency work items that are assigned by the Administrative Staff. If damages occur in the unit, whether by occupants or visitors, the tenant is responsible for the costs incurred.

**DO NOT HANG ANYTHING ON THE DOORS OF YOUR APARTMENT!** This includes front and back doors, bedroom doors, closet doors, etc. Nail holes and thumb tacks on doors are damages and tenants will be charged for a door replacement.

When hanging pictures, please use the appropriate picture hooks (or small nails). Do not use large nails or permanent self-adhesive hooks!

### BATHROOM

Basin Stopper	10.00
Exhaust Fan	ACTUAL COST
Faucet	85.00
Lifting Toilet Due to Tenant Caused Clog	50.00
Medicine Cabinet	130.00
Medicine Cabinet Mirror	100.00
Shower Curtain Rod	20.00
Showerhead	10.00
Towel Bar	15.00
Tub Stopper	25.00
Unplug Bathtub Drain	30.00
Unplug Toilet	30.00
Unplug Sink	30.00
Sink	120.00
Toilet	220.00
Toilet Bowl	35.00
Toilet Paper Holder	25.00
Toilet Seat	50.00
Toilet Tank	35.00
Toilet Tank Top	35.00
Tub Repair	ACTUAL COST
Vanity	125.00

**KITCHEN**

Basin Stopper	10.00
Cabinet (Repair and/or Replacement)	ACTUAL COST
Cupboard Door	ACTUAL COST
Cupboard Drawer	ACTUAL COST
Countertop	550.00
Faucet	90.00
Range Hood	70.00
Range Replacement	ACTUAL COST
Range Accessories	
Broiler Pan	60.00
Burner	25.00
Drip Pans	25.00
Knobs	5.00
Racks	20.00
Refrigerator Replacement	ACTUAL COST
Refrigerator Accessories	
Crisper Drawer	90.00
Door Bar	30.00
Door Bracket	8.00
Door Handle	65.00
Door Seal	70.00
Glass Shelf	50.00
Ice Cube Tray	2.00
Wire Shelf	75.00
Sink	100.00
Unclog Sink	30.00

**DOORS (INTERIOR)**

Door Jamb Repair	20.00
Door Replacement (Bedroom and Bathroom)	200.00
Door Replacement (Closet)	100.00
Door Stops	5.00
Door Hardware	50.00

**DOORS (EXTERIOR)**

Door (Entry)	300.00
Door (Storm)	200.00
Door Hardware	50.00
Door Handle/Lock	100.00

**ELECTRICAL**

Diffuser	20.00
GFCI Receptacle	20.00
GFCI Receptacle Cover	5.00
Lens Cover	40.00
Light Globe	20.00
Light Switch	15.00
Light Switch - Stacked	25.00
Light Switch Cover	5.00
Receptacle	15.00
Receptacle Cover	5.00

**FIRE SAFETY EQUIPMENT**

Smoke Alarm	50.00
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**GARBAGE REMOVAL**

Bag of Garbage – Any Size	10.00
Old Appliances, Furniture, tires, etc.	30.00

**KEYS/LOCKSETS**

Apartment Keys (Nonrefundable)	10.00
Lost FOB	20.00
Lost Entry Door Keys Per Door (Includes 1 Key, \$10.00 each additional Key)	100.00
Lost Mailbox Keys (Includes 1 Key, \$10.00 each additional Key)	20.00
Mailbox Keys (Nonrefundable)	10.00
Unlocking Doors for Tenants after Hours	50.00

**MISCELLANEOUS**

After Hour Call-In - Tenant Damage	25.00
After Hour Call-In Work Order Not Reported During Normal Business Hours	25.00
Curtain Rod	10.00
Dryer Vent	10.00
Drywall Repair (skim, sand, paint)	25.00
Drywall Repair (patch, skim, sand, paint)	25.00
Floor Repair (Per Repair)	100.00
Floor Replacement (Room or Entire Floor)	ACTUAL COST
Window Any Size (Replacement or Repair)	ACTUAL COST

**EXTRA UTILITY CHARGES (ELECTRIC)  
FOR ADDITIONAL APPLIANCES**

EXTRA UTILITY CHARGES - (THESE CHARGES FOR EXTRA ELECTRIC AND IS  
CALCULATED ON A FULL MONTH BASIS. THESE CHARGES ARE NOT PRO RATED.)

_____Washer and/or Dryer (Clothes)	10.00
_____Food Freezer Upright	10.00
_____Refrigerator	10.00
_____Dishwashers	10.00

**Waterbeds are not permitted**

I, \_\_\_\_\_, understand should I increase or decrease any of  
the above-mention appliances, I will notify the office immediately in writing.

\_\_\_\_\_  
TENANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HOUSING AUTHORITY STAFF MEMBER SIGNATURE

\_\_\_\_\_  
DATE