

**HOUSING AUTHORITY OF THE CITY OF PUEBLO
SCHEDULE OF SALES AND SERVICES TO RICHMOND APARTMENT RESIDENTS
JANUARY 1, 2020**

POLICY FOR CHARGING A RESIDENT

Housing residents will be charged for repairs to the resident's unit or other Housing property in the development caused by the resident or guests as a result of abuse, misuse or negligence. **There is no charge for normal wear and tear.**

The resident will be charged for work requested that is not a "necessary" repair of leased premise, such as replacing door locks when locks are not damaged.

The resident will be charged a \$25 service call for a technician going out on a false report of an emergency. For example: reporting a gas leak as an excuse to get a technician out to repair a non-emergency item. **Plugged sinks, tubs, and toilets are considered emergency items only on weekends and holidays.**

Residents will be charged for cost plus HACP labor or contract cost plus HACP labor on any items not identified.

	COST - DURING BUSINESS HOURS	COST-AFTER BUSINESS HOURS
APPLIANCES		
Range Control Knob	20.00 ea	N/A
Burner Grate	15.00 ea	N/A
6" Drip Pan	11.00 ea	N/A
6" Ring	11.00 ea	N/A
8" Drip Pan	13.00 ea	N/A
8" Ring	13.00 ea	N/A
Ice Cube Tray	3.00 ea	N/A
Crisper Top	45.00 ea	N/A
Refrigerator Shelf Rack	30.00 ea	N/A
Refrigerator Shelf Bar	25.00 ea	N/A
Refrigerator End Cap	20.00 ea	N/A
Refrigerator Kick Plate	10.00 ea	N/A
Refrigerator Light Cover	14.00 ea	N/A
Appliance Light Bulb	14.00 ea	N/A
Range Hood Light Cover/Filter	15.00 ea	N/A
BATHROOM ACCESSORY		
Medicine Cabinet Shelf	10.00 ea	N/A
Towel Bar	15.00 ea	N/A
Towel Bar Bracket	15.00 ea	N/A
Shower Curtain Rod	15.00 ea	N/A
Shower Curtain Rod Holder	8.00 ea	N/A
Toilet Paper Bracket	10.00 ea	N/A
Toilet Paper Spindle	8.00 ea	N/A
Toilet Seat (all)	25.00 ea	N/A
Sink/Tub Stopper	5.00 ea	N/A
ELECTRICAL		
Light Bulb/CLF Bulb	6.00 ea	N/A
Light Fixture	HACP Cost Plus Labor	N/A
Light Cover	20.00 ea	N/A
Receptacle	15.00 ea	N/A
Receptacle Cover	5.00 ea	N/A
Single Pole Switch	5.00 ea	N/A
Single/Double Switch Cover	5.00 ea	N/A
Ground Fault Receptacle	20.00 ea	N/A
Smoke Alarm/Smoke CO Combo Alarm	60.00 ea	N/A

	COST - DURING BUSINESS HOURS	COST-AFTER BUSINESS HOURS
ALARMS		
Reattach	25.00 ea	N/A
Replace Missing Batteries	25.00 ea	
False Alarm -Pull Station/Smoke	25.00	50.00
DOORS/HARDWARE		
Exterior Wood Solid Core (standard size)	300.00 ea	N/A
Balcony Screen Door	275.00 ea	N/A
Balcony Door	250.00 ea	N/A
Interior Hollow Core Door	125.00 ea	N/A
Wooden Closet Door	80.00 ea	N/A
Closet Door Knob	5.00 ea	N/A
Passage/Privacy/Dummy Knob	20.00 ea	N/A
Door Stop (all)	8.00 ea	N/A
LOCKS/KEYS		
Mail Box Key	8.00 ea	N/A
Unit Key (Non-Primus)	6.00 ea	N/A
Unit Key (Primus)	20.00 ea	N/A
Building Control Key	20.00 ea	N/A
Lock Out	30.00	60.00
Change Deadbolt Core	30.00 ea	N/A
Replace Deadbolt Lock	150.00 ea	N/A
HVAC		
Replace Thermostat	55.00	110.00
PLUMBING		
Plugged Sink - In House	40.00 ea	80.00 ea
Plugged Tub - In House	40.00 ea	80.00 ea
Plugged Toilet - In House	40.00 ea	80.00 ea
Plugged Sink - Contract	Contract Cost Plus HACP Labor	Contract Cost Plus HACP Labor
Plugged Tub - Contract	Contract Cost Plus HACP Labor	Contract Cost Plus HACP Labor
Plugged Toilet - Contract	Contract Cost Plus HACP Labor	Contract Cost Plus HACP Labor
Plugged Main Line - Contract	Contract Cost Plus HACP Labor	Contract Cost Plus HACP Labor

	COST – DURING BUSINESS HOURS	COST- AFTER BUSINESS HOURS
Garbage Disposal Stuck	20.00	40.00
Reset Disposal	20.00	N/A
Sink Stopper/Crumb Cup	5.00 ea	N/A
Aerator	5.00 ea	N/A
<p>VACANCY PREPARATION A charge for cleaning units, stove, refrigerator, etc. upon move out will be assessed on time spent in restoring unit to its move in condition. Normal wear and tear will be prorated on a five year and over resident plan. The prorated charges shall be based as follows: (NOTE: prorated charges DO NOT apply to transfers, skips or evictions)</p>		
1-12 Months	Full Charge	
13-24 Months	20% reduction	
25-37 Months	40% reduction	
38-49 Months	60% reduction	
50-59 Months	80% reduction	
Over 60 Months	100% reduction	
Carpet Cleaning	Contract Cost Plus HACP Labor	
Cleaning Rooms	30.00 per room	
Completely Clean Stove	HACP Cost Plus Labor	
Completely Clean Refrigerator	HACP Cost Plus Labor	
Removal of Furniture, Items, or Trash Left in Unit	100.00 per load	