

**HOUSING AUTHORITY OF THE CITY OF PUEBLO
SCHEDULE OF SALES AND SERVICES TO RESIDENTS
POLICY FOR CHARGING A RESIDENT
FEBRUARY 21, 2025**

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	38.00 ea	N/A
Burner Grate	64.00 ea	N/A
6” Drip Pan	16.00 ea	N/A
6” Ring	15.00 ea	N/A
8” Drip Pan	16.00 ea	N/A
8” Ring	15.00 ea	N/A
Crisper Top	120.00 ea	N/A
Refrigerator Shelf Rack	45.00 ea	N/A
Refrigerator Shelf Bar	34.00 ea	N/A
Refrigerator End Cap	49.00 ea	N/A
Refrigerator Kick Plate	HACP cost plus labor	N/A
Refrigerator Light Cover	24.00 ea	N/A
Appliance Light Bulb	8.00 ea	N/A
Range Hood Light Cover/Filter	18.00 ea	N/A
BATHROOM ACCESSORY		
Medicine Cabinet Shelf	HACP cost plus labor	N/A
Towel Bar	17.00 ea	N/A
Towel Bar Bracket	17.00 ea	N/A
Shower Curtain Rod	22.00 ea	N/A
Shower Curtain Rod Holder	23.00 ea	N/A
Toilet Paper Bracket	23.00 ea	N/A
Toilet Paper Spindle	7.00 ea	N/A
Toilet Seat (all)	22.00 ea	N/A
Sink/Tub Stopper	8.00 ea	N/A
ELECTRICAL		
Light Bulb/CLF Bulb	12.00 ea	N/A
Light Fixture	HACP cost plus labor	N/A
Light Cover	HACP cost plus labor	N/A
Receptacle	13.00 ea	N/A
Receptacle Cover	7.00 ea	N/A
Single Pole Switch	7.00 ea	N/A
Single/Double Switch Cover	7.00 ea	N/A
Ground Fault Receptacle	24.00 ea	N/A
Porch Light Fixture	42.00 ea	N/A

	COST – DURING BUSINESS HOURS	COST-AFTER BUSINESS HOURS
Smoke Alarm/Smoke CO Combo Alarm	83.00 ea	N/A
ALARMS		
Reattach	25.00 ea	N/A
Replace Missing Batteries	25.00 ea	N/A
False Alarm –Pull Station/Smoke	25.00	50.00
DOORS/HARDWARE		
Exterior Metal Door (standard size)	HACP cost plus labor	N/A
Exterior Wood Solid Core (standard size)	HACP cost plus labor	N/A
Screen/Storm Door	435.00 ea	N/A
Patio Door	HACP cost plus labor	N/A
Screen/Storm Door Chain	19.00 ea	N/A
Screen/Storm Door Closure (Complete)	64.00 ea	N/A
Screen/Storm Door Cylinder	18.00 ea	
Screen/Storm Door Handle	40.00 ea	N/A
Replace Top/Bottom Screen	HACP cost plus labor	N/A
Replace Kick Plate	HACP cost plus labor	N/A
Interior Hollow Core Door	165.00 ea	N/A
Wooden Closet Door	140.00 ea	N/A
Metal Bifold Closet Door	HACP cost plus labor	N/A
Closet Door Knob	20.00 ea	N/A
Passage/Privacy/Dummy Knob	22.00 ea	N/A
Door Stop (all)	11.00 ea	N/A
LOCKS/KEYS		
Mail Box Key	13.00 ea	N/A
Garage Door Key	13.00 ea	N/A
Unit Key (Non-Primus)	13.00 ea	N/A
Unit Key (Primus)	23.00 ea	N/A
Building Control Key/Fob	25.00 ea	N/A
Lock Out	31.00	62.00
Replace Deadbolt Lock	275.00 ea	N/A
Change Deadbolt Core	53.00 ea	N/A
Garage Door Lock (manual keyed)	60.00 ea	N/A

	COST – DURING BUSINESS HOURS	COST- AFTER BUSINESS HOURS
GAS FIRED APPLIANCE		
Turn on Furnace Switch (after turned off by tenant)	25.00	50.00
HVAC		
Replace Thermostat	66.00	130.00
PLUMBING		
Plugged Sink – In House	50.00 ea	100.00 ea
Plugged Tub - In House	50.00 ea	100.00 ea
Plugged Toilet – In House	25.00 ea	50.00 ea
Plugged Washing Machine Line – In House	25.00	50.00
Plugged Sink – Contract	Contract cost + HACP Labor	Contract cost + HACP labor
Plugged Tub – Contract	Contract cost + HACP labor	Contract cost + HACP labor
Plugged Toilet – Contract	Contract cost + HACP labor	Contract cost+ HACP labor
Plugged Washing Machine Line – Contract	Contract cost + HACP labor	Contract cost + HACP labor
Plugged Main Line – Contract	Contract cost + HACP labor	Contract cost + HACP labor
Garbage Disposal Stuck	25.00	50.00
Reset Disposal	25.00	N/A
Sink Stopper/Crumb Cup	13.00 ea	N/A
Aerator	8.00 ea	N/A
MISCELLANEOUS		
Stair Riser	25.00 ea	N/A
Replace Clothes Line Wire	24.00 line	N/A
Mail Box (rural/porch)	24.00	N/A
HAULING		
Hauling Charge	200.00 per load	N/A
Electronics/Hazard Disposal	HACP cost plus labor	N/A
Remove Tires	25.00 ea	N/A
LAWN/GROUNDS		
Yard Clean Up	75.00 + HACP labor	N/A
Water Lawn	40.00 + HACP labor per day	N/A
Mow Lawn	75.00 + HACP labor	
Lawn Replacement	Cost + labor	N/A
CONTRACTED TRASH REMOVAL		
Replace Trash Totter	Contract cost	N/A
Unscheduled Contract Trash Pick Up	Contract cost	N/A
TOOL CHECK OUT		
Broken or Not Returned	Cost of replacement	N/A
Tools Kept More Than 24 Hours	10.00 per day (not to exceed cost of tool)	N/A

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)		
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 + HACP labor	
Cleaning Rooms	30.00 per room	
Completely Clean Stove	HACP cost plus labor	
Completely Clean Refrigerator	HACP cost plus labor	