

Kennewick Housing Authority (KHA)

ENGLISH

“SCHEDULE OF CHARGES”

Dwelling Lease

Addendum #C

EFFECTIVE June 13, 2024

In order to standardize charges for tenants for similar maintenance services, this uniform charge schedule will be used. All other charges not specifically included in this schedule shall be based upon the actual cost of materials and labor. There is a minimum of 1 hour charged for labor. These charges cover only replacement necessitated by tenant neglect. Replacement required because of ordinary wear and tear shall be at KHA’s expense. In cases where the cost of repair is greater than the cost of replacement, the replacement cost shall apply. In certain instances, a life cycle has been established, and in these instances the tenant shall be charged on the basis of the unused portion.

I. UNIFORM SERVICE CHARGE SCHEDULE

<u>SERVICE</u>	<u>CHARGE</u>	<u>AMOUNT</u>
Unit Keys	When a key is lost or not returned at time of vacate, or additional keys are requested.	\$10.00 each
Mailbox Key	When a key is lost or not returned at time of vacate, or additional keys are requested.	\$10.00 each
Key Pod (Keewaydin Plaza)	When a Pod is lost or not returned at time of vacate, or additional keys are requested	\$25.00 each
Locks	All occasions when requested by tenant.	\$25.00 per lock
On-Call Lock Outs	After regular maintenance hours.	\$50.00
Smoke Alarms	All cases where tenant has damaged/tampered.	cost + labor for 1 st Offense, up to \$200.00 for repeated offenses
Smoke Alarm Batteries	All occasions when requested by tenant	FREE
Tool Pick-up	All cases where tenant has not returned equipment after 48 hours.	\$15.00
Tool Replacement	In all instances, where a tenant has lost the equipment or damaged equipment beyond repair.	\$ actual cost
Trash/Yard Notice	Improperly disposed of trash around units, yards, sheds, etc.	\$25.00 + labor
Toilet, sink, tub clogs	All instances where tenant is responsible for blockage.	\$ actual cost + labor
Toilet, sink, tub,	All cases where tenant is responsible for breakage	\$ actual cost + labor
Window coverings	All cases where tenant is responsible for breakage	\$ actual cost + labor

II. CHARGES FOR PAINTING

Units that require primer and sealer due to tobacco smoking or other hard to repair damage in violation of the lease agreement will be charged a flat fee of \$350.00. Other painting charges are listed below:

	1 Bedroom Units	2 Bedroom Units	3 Bedroom Units	4 Bedroom Units
0-12 Months	250.00	350.00	450.00	550.00
13-24 Months	125.00	175.00	225.00	275.00

III. CLEANING

The following charges cover janitorial cleaning of dwelling units necessitated by tenant neglect and will be based on the level of maintenance time involved:

CLEANING	Light 200.00	Moderate 400.00	Excessive 600.00
TRASH	Actual cost to waste management facility + labor	Actual cost to waste management facility + labor	Actual cost to waste management facility + labor

III. PATCHING DRYWALL NAIL HOLES

	Light (up to 1")	Moderate (up to 2")	Heavy (3" to 12")	Excessive (Repair larger than 12")
In all cases:	\$20.00	\$35.00	\$80.00	\$0.60 per square inch

V. CHARGES NOT SPECIFICALLY DETAILED IN PROCEDURE SCHEDULE

Any maintenance or janitorial service charges not specifically detailed in this schedule will be based upon the actual cost of contracted labor + materials and maintenance time involved.

VI. REPAIR OR REPLACEMENT OF DAMAGED REFRIGERATORS, WATER HEATERS, STOVES, HEAT PUMPS / AIR CONDITIONING SMOKE ALARM / CARBON MONOXIDE: actual cost + work of labor and shipping costs (if applicable). This includes damage to parts that require repairs where the resident is responsible for breakage or damage due to negligence or improper use and damage to the home team and / or construction and accessories (for example, exterior doors and interiors, doors sliding screens of windows, locks for windows, etc.).

Signature of Head of Household Date

Signature of Spouse/Other Adult Date

Signature of Other Adult Date

Signature of Other Adult Date

PHA Representative/Title Date