

RESIDENT NOTIFICATION

RESIDENT SCHEDULE OF CHARGES LIST REVISED

Effective April 1, 2013

As stated in HUD Federal Regulation 24 CFR§ 966.5 *Posting of policies, rules and regulations*, schedules of special charges for services, repairs and utilities and rules and regulations which are required to be incorporated in the lease by reference shall be publicly posted in a conspicuous manner in the Development Office and shall be furnished to applicants and tenants upon request. This regulation further provides that such schedules, rules and regulations may be modified from time to time by the PHA provided that the PHA shall give at least a 30-day written notice to each affected tenant setting forth the proposed modification, the reasons therefore, and providing the tenant an opportunity to present written comments which shall be taken into consideration by the PHA prior to the proposed modification becoming effective.

24 Code of Federal Regulations § 966.4(b) (2) *PHA charges* provides in relevant part that the lease shall provide for charges to the tenant for maintenance and repair beyond normal wear and tear and for consumption of excess utilities. This regulation further provides that the lease shall state the basis for the determination of such charges (e.g., by a posted schedule of charges for repair). Additionally, 24 CFR § 966.4 (f)(10) obligates the tenant to pay reasonable charges (other than for normal wear and tear) for the repair of damages to the dwelling unit, or to the development (including damages to development buildings, facilities or common areas) caused by the tenant, a member of the household or a guest.

Due to HUD's budget decreases for the overall operating expenses of Public Housing programs and the most recent HUD mandate for Public Housing Authorities ("PHA's") to operate under Asset Management, the agency is now forced to look at all expenses. Under Asset Management each site must operate independently and within its individual site budget based on calculations determined by HUD. It is not the intent of the Gainesville Housing Authority ("GHA") to increase resident charges to make money, only to be able to recover cost.

RESIDENT SCHEDULE OF CHARGES LIST

Effective April 1, 2013

The Resident Schedule of Charges is used to assess cost of repairs and/or replacement of GHA property where there is abuse, neglect and/or damages caused by the resident(s) or their guests.

MATERIALS AND/OR PARTS COST

The cost of materials and/or parts will be charged to residents at actual cost. GHA will continue getting price quotes from vendors for materials and parts that will enable GHA to purchase in quantities that reflect the best and lowest cost available. Material prices will be posted quarterly at each site manager's office.

LABOR COSTS

Labor costs have been determined by averaging the Authority's overall maintenance costs for each job classification. The following is a list of job classifications and the hourly rate that will be charged in increments of not less than 30 minutes.

<u>Job Classification:</u>	<u>Hourly Rate:</u>
Grounds Maintenance	\$15.00
Site Maintenance Mechanic	\$13.00 - \$19.23
Site Senior Maintenance Mechanic	\$15.00 - \$20.75
GHA Truck Driver (hauling)	At Cost
GHA HVAC	\$16.11 - \$20.75

Specialized Services:

Outside contractor or services	At Cost
Replace appliance(s) due to resident caused fire, severe neglect, theft	At Cost (or may be less depreciation)
Unlock Door – During Working Hours	\$15.00 (plus a minimum 1 hour labor plus parts)
Unlock Door – Non-working Hours	\$50.00 (plus a minimum 2 hour labor plus parts)
Change Locks	Parts plus Labor
Return Check Fee (NSF)	\$35.00
Mow/Clean/Rake/Fence Lines	\$25.00 plus Labor
Remove Tenant Property from roofs and/or trees, furnishings and debris from unit	\$20.00 plus Labor & Dump/Disposal fee if applicable
Clean Apartment (Vacant Unit)	\$50.00 (plus a minimum 2 hour labor)
Clean Range (Vacant Unit)	\$25.00 plus Labor
Clean Refrigerator (Vacant Unit)	\$25.00 plus Labor
Remove Wall Paper - Borders/Soffits	\$15.00 plus Labor
*Large and/or full wall covered areas	\$25.00 plus Labor
Paint/Wall Repair for damages occurring while occupied	Materials plus Labor
On-site unclogging sink, toilet, tub, or washer drain During Working Hours	\$25.00 per occurrence (plus labor and parts)

On-site unclogging sink, toilet, tub, or washer drain Non-working Hours	\$50.00 per occurrence (plus labor and parts)
Replace Resident Parking Decal	\$20.00 per occurrence
Replace Guest Parking Decal	\$25.00 per occurrence
Replace drip pans	\$5.00
Replace electrical cover plates	\$1.00
Replace light bulbs	At cost plus labor
Replace Broken Windows During Working Hours	Minimum 1 hour labor plus parts
Replace Broken Windows Non-working Hours	Minimum 2 hour labor plus parts
False Alarm Emergency Work Order Call-in During Working Hours	Minimum 1 hour labor plus parts
False Alarm Emergency Work Order Call-in Non-working Hours	Minimum 2 hour labor plus parts
Parking, Driving, or Walking on Grass	\$5.00 per occurrence
Repairing Vehicle on Property	\$20.00 per occurrence
Riding bicycles, scooters, dirt bikes, ATV's, or automatic kid's cars, skateboarding and rollerblading in common areas	\$5.00 per occurrence
House Rules Violation	\$5.00 per occurrence
Pet Waste Removal	\$10.00 per occurrence
Smoke Detector Tampering/Damaged	\$50.00 per occurrence

Unit Security Deposit:

0 bedroom “efficiency”	\$200
1 bedroom	\$300
2 bedroom	\$350
3 bedroom	\$450
4 bedroom	\$550
5 bedroom	\$600

Pet Deposit:

\$200

Please Note:

This Resident Schedule of Charges is not all inclusive. Residents will be charged for the cost of materials plus labor for items not listed on the Resident Schedule of Charges that require repair and/or replacement of GHA property where there is abuse, neglect and/or damages caused by residents or their guests.

All labor will be charged based upon the actual time spent with a minimum time charged of half (1/2) an hour.

Residents that are elderly or disabled will not be charged for the replacement of light bulbs in their units.

GHA maintenance working hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.