

"SCHEDULE OF CHARGES FOR MAINTENANCE & REPAIR"

THE FOLLOWING IS A PARTIAL LIST OF CHARGES COVERING THE MOST FREQUENT DAMAGES OR SERVICE CALLS FOR WHICH RESIDENTS WILL BE CHARGED.

IT SHOULD BE UNDERSTOOD THAT NO CHARGES ARE MADE WHERE THE CONDITION RESULTED FROM NORMAL WEAR AND TEAR OF EQUIPMENT FAILURE. NORMAL WEAR AND TEAR MEANS DETERIORATION THAT RESULTS FROM THE INTENDED USE OF A DWELLING INCLUDING BREAKAGE OR MALFUNCTION DUE TO AGE OR DETERIORATED CONDITION, BUT THE TERM DOES NOT INCLUDE DETERIORATION THAT RESULTS FROM NEGLIGENCE, CARELESSNESS, ACCIDENT OR ABUSE OF THE PREMISES, EQUIPMENT OR CHATTELS BY THE RESIDENT, OR BY MEMBERS OF THE RESIDENT'S HOUSEHOLD OR BY A GUEST OF THE RESIDENT (Section 92.001 Texas Property Code). THE CHARGE WILL BE APPLIED ONLY IN THOSE INSTANCES WHERE IT IS OBVIOUS THE RESIDENT IS RESPONSIBLE FOR THE DAMAGE THROUGH NEGLIGENCE OR CARELESSNESS.

1.	UNSTOP SINKS (minimum, plus cost of supplies)_____	15.00
2.	UNSTOP COMMODE (minimum, plus cost of supplies)_____	15.00
3.	PULL COMMODE (minimum, plus cost of supplies) _____	22.50
4.	REPLACE COMMODE SEAT (minimum, plus cost of seat)_____	15.00
5.	REPLACE COMMODE TANK LID (minimum, plus cost of lid)_____	7.50
6.	REPAIR OR REPLACE SCREEN IN TOP OR BOTTOM OF SCREEN DOOR (minimum, plus cost of supplies) TWICE THIS AMOUNT WILL BE CHARGED FOR ENTIRE DOOR SCREEN _____	30.00
7.	REPLACE SCREEN DOOR-CLOSING MECHANISM (plus cost of lock or cylinder) _____	15.00
8.	REPLACE SCREEN DOOR (plus cost of door & supplies)_____	30.00
9.	REPLACE MISSING WINDOW SCREEN (plus cost of supplies)_____	15.00
10.	REPAIR WINDOW SCREEN (plus cost of supplies) _____	15.00
11.	REPAIR STORM WINDOW (plus cost of supplies)_____	15.00
12.	REPLACE GLASS IN WINDOWS (plus cost of supplies)_____	15.00
13.	CLEAN RANGE (plus cost of supplies)_____	30.00
14.	CLEAN REFRIGERATOR (plus cost of supplies)_____	15.00
15.	REPLACE ICE TRAYS (cost per tray)_____	1.00
16.	CLEAN BATHROOM (plus cost of supplies)_____	22.50
17.	CLEAN & WAX FLOORS, COST PER ROOM (plus cost of supplies) _____	15.00
18.	19" ROUND FLUORESCENT LIGHT COVERS _____	47.50
19.	13" ROUND FLUORESCENT LIGHT COVERS _____	33.00
20.	OPEN DOORS AFTER DUTY HOURS _____	15.00
21.	REPLACE SMOKE DETECTOR BATTERIES _____	7.50
22.	RE-INSTALL SMOKE DETECTORS THAT HAVE BEEN TAKEN DOWN _____	15.00
23.	REPLACE KEY _____	3.00
24.	AFTER HOURS KEY SERVICE _____	15.00
25.	REPLACE THERMOSTAT ON WALL (plus cost of supplies)_____	15.00
26.	REMOVE CARPET TAPE & GLUE FROM FLOORS _____	22.50
27.	PICK-UP & HAUL OLD FURNITURE & JUNK TO DUMP (plus gate fee)_____	15.00
28.	NON-EMERGENCY CALLS WHEN OFFICE IS CLOSED _____	15.00
29.	REIMBURSEMENT TO HOUSING AUTHORITY FOR POSTAGE FOR CERTIFIED FEES AT CURRENT POSTAL RATES _____	
30.	REPLACE MISSING OR INOPERATIVE LIGHT BULBS (not fluorescent)_____	1.00
31.	REPLACE FLUORESCENT BULBS _____	Housing Authority Cost
32.	XEROX COPIES Black / White _____ .25 EA.; _____ Colored .30 EA.	
33.	NOTICE TO REMOVE VEHICLE FROM DUMPSTER OR MAILBOX AREA _____	15.00
34.	CHARGE FOR PULLING VEHICLE ON GOUNDS _____	25.00

35. WEST PLAZA APARTMENTS (TX077002)

- Charge to replace carpet due to 1 cigarette burn \$10.00 (3" diameter circle of carpet)
(Example: 3 cigarette burns @ \$10.00 ea. = \$30.00)
- Charge to replace each square foot of carpet due to stains or cigarette burns \$ 25.00
- Judgment of maintenance and administrative personnel will be used in determining when an entire room of carpet has to be replaced. Under these circumstances, the resident will be charged for the entire room.

When the apartment is being inspected and it is noted that there is damage to the carpet, maintenance will be issued a work order to repair or replace the carpet. The current resident of the apartment will be charged for the damage. **We will no longer wait until an apartment is vacated to make the carpet repairs or charges.**

36. LAWN MOWING When resident has elected to mow their lawn per the Lawn Mowing Policy, but then does not mow lawn and the Housing Authority has to mow the lawn. Per each mowing\$ 25.00

BECAUSE OF THE DIFFERENCE IN NATURE AND EXTENT OF MANY CLEANING & REPAIR JOBS, COST WILL BE BASED ON THE COST OF MATERIALS USED & EXTENT OF THE WORK REQUIRED.

SECTION X.B.4. OF THE DWELLING LEASE READS:

Resident agrees to pay the cost of repairs for damage that is determined to be the fault of the Resident, household members, or guests.

SECTION XVI. OF THE DWELLING LEASE READS:

All grievances, disputes or appeals arising from this Lease which are subject to the Grievance Procedure shall be processed and resolved pursuant to the Grievance Procedure posted in the Management Office and incorporated herein by reference. **Grievances associated with termination of tenancy related to any activity, not just criminal activity, which threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or by employees of Management, and to any drug-related criminal activity on or off Management's premises, are excluded from the Grievance Procedure.**