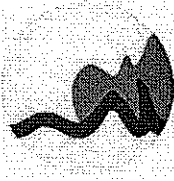


RM-2



GRAND RAPIDS HOUSING COMMISSION

MEMORANDUM

DATE: September 4, 2009
TO: Housing Commissioners
FROM: Carlos A. Sanchez
Executive Director

SUBJECT: STANDARD CHARGE LISTS

The Housing Commission has a *Standard Charge List* that provides charges for damages to the unit or property related to carelessness, misuse or neglect on the part of the tenant, his/her family, or visitors. This charge list is provided at move-in with the lease documents and is required by HUD to be posted at each housing development. Periodically, the charge list is revised to include a more accurate rate for labor, materials, and frequent repairs.

Attached please find the revised *Standard Charge Lists* for Adams Park, Campau Commons, Creston Plaza, Hope Community, Leonard Terrace, Mt. Mercy, Ransom Tower, Scattered Sites, and Sheldon Apartments.

We hereby request approval of the nine (9) charge lists.

RESOLUTION APPROVING
STANDARD CHARGE LISTS
ADAMS PARK, CAMPAU COMMONS, CRESTON PLAZA, HOPE COMMUNITY,
LEONARD TERRACE, MT. MERCY, RANSOM TOWER, SCATTERED SITES,
AND SHELDON APARTMENTS

WHEREAS, the Grand Rapids Housing Commission is required by the U.S. Department of Housing and Urban Development to post at each housing development a list of *Standard Charges* for labor, materials, and repairs related to damage done to the unit or property due to carelessness, misuse, or neglect on the part of the tenant, his/her family, or visitors; and

WHEREAS, the Housing Commission periodically revises the *Standard Charge List* to reflect more accurate rates for labor, materials, and frequent repairs.

NOW, THEREFORE, BE IT RESOLVED that the Grand Rapids Housing Commission hereby approves the revised *Standard Charge Lists* for the Adams Park, Campau Commons, Creston Plaza, Hope Community, Leonard Terrace, Mt. Mercy, Ransom Tower, Scattered Sites, and Sheldon Apartments.

**ADAMS PARK APARTMENTS
STANDARD CHARGE LIST**

According to the Dwelling Lease of the Adams Park Apartments, the Tenant shall use care to keep the dwelling unit in such condition as to prevent health, sanitation, or unsafe problems from arising. The Tenant shall notify management promptly of known need for repairs to the apartment. *Replacements and repairs caused by ordinary wear and tear are made by management without cost to the Tenant.*

Whenever damage to the unit or property is caused by carelessness, misuse or neglect on the part of the Tenant, his/her family or visitors, the Tenant agrees to pay the cost of all repairs.

When appropriate, such charges shall be billed to the Tenant and shall specify the items of damage, repairs made and the total cost.

MINIMUM LABOR RATE CHARGES:

Janitorial Services by GRHC staff	\$24.00 per hour
Maintenance Repairs by GRHC staff	\$27.00 per hour
Services or Repairs by Contractor	Actual Cost

Minimum labor cost of one (1) hour will be charged for services or repairs of less than an hour duration. Cost of materials will be added to repair and service charges. After hours or emergency calls will result in additional charges.

PAINTING:

Actual cost will be assessed to a vacating Tenant if more than a touch-up is necessary for units occupied less than six (6) months. The actual cost of labor and materials will be assessed when wall repairs or extra costs of paint are necessary in a unit.

FLOORING:

Carpet and linoleum replacement will be pro-rated on the age of the covering:

Up to two (2) years	Full Actual Cost
Two (2) to four (4) years	One-half of Full Actual Cost
Five (5) to seven (7) years	One-quarter of Full Actual Cost

FREQUENT CHARGES:

Lock Change	\$56.00	Mailbox	\$6.00
After Hour Lockout	85.00	Stove Burner Pan (Small)	2.00
Apt. Key Replacement	10.00	Stove Burner Pan (Large)	4.00
Key Fob	20.00		

ALL OTHER CHARGES THAT ARE NOT LISTED ABOVE WILL BE BILLED TO THE TENANT AT ACTUAL COST FOR LABOR PLUS MATERIALS.

**CAMPAU COMMONS APARTMENTS
STANDARD CHARGE LIST**

According to the Dwelling Lease of the Scattered Sites, the Tenant shall use care to keep the dwelling unit in such condition as to prevent health, sanitation, or unsafe problems from arising. The Tenant shall notify management promptly of known need for repairs to the apartment. *Replacements and repairs caused by ordinary wear and tear are made by management without cost to the Tenant.*

Whenever damage to the unit or property is caused by carelessness, misuse or neglect on the part of the Tenant, his/her family or visitors, the Tenant agrees to pay the cost of all repairs.

When appropriate, such charges shall be billed to the Tenant and shall specify the items of damage, repairs made and the total cost.

MINIMUM LABOR RATE CHARGES:

Janitorial Services by GRHC staff	\$24.00 per hour
Maintenance Repairs by GRHC staff	\$27.00 per hour
Services or Repairs by Contractor	Actual Cost

Minimum labor cost of one (1) hour will be charged for services or repairs of less than an hour duration. Cost of materials will be added to repair and service charges. After hours or emergency calls will result in additional charges.

PAINTING:

Actual cost will be assessed to a vacating Tenant if more than a touch-up is necessary for units occupied less than six (6) months. The actual cost of labor and materials will be assessed when wall repairs or extra costs of paint are necessary in a unit.

FREQUENT CHARGES:

Lock Change	\$65.00
Lock Change With One Exterior Entrance	50.00
Lock Out	25.00
After Hour Lock Out	85.00
Key Replacement	8.00
Screens (New Frame)	80.00
Screens With Undamaged Frame	15.00
Broken Window (Large)	205.00
Broken Window (Small)	180.00
Closet Door Replacement	67.00
Closet Door Handle	33.00

ALL OTHER CHARGES THAT ARE NOT LISTED ABOVE WILL BE BILLED TO THE TENANT AT ACTUAL COST FOR LABOR PLUS MATERIALS.

**CRESTON PLAZA APARTMENTS
STANDARD CHARGE LIST**

According to the Dwelling Lease of the Scattered Sites, the Tenant shall use care to keep the dwelling unit in such condition as to prevent health, sanitation, or unsafe problems from arising. The Tenant shall notify management promptly of known need for repairs to the apartment. *Replacements and repairs caused by ordinary wear and tear are made by management without cost to the Tenant.*

Whenever damage to the unit or property is caused by carelessness, misuse or neglect on the part of the Tenant, his/her family or visitors, the Tenant agrees to pay the cost of all repairs.

When appropriate, such charges shall be billed to the Tenant and shall specify the items of damage, repairs made and the total cost.

MINIMUM LABOR RATE CHARGES:

Janitorial Services by GRHC staff	\$24.00 per hour
Maintenance Repairs by GRHC staff	\$27.00 per hour
Services or Repairs by Contractor	Actual Cost

Minimum labor cost of one (1) hour will be charged for services or repairs of less than an hour duration. Cost of materials will be added to repair and service charges. After hours or emergency calls will result in additional charges.

PAINING:

Actual cost will be assessed to a vacating Tenant if more than a touch-up is necessary for units occupied less than six (6) months. The actual cost of labor and materials will be assessed when wall repairs or extra costs of paint are necessary in a unit.

FREQUENT CHARGES:

Lock Change	\$60.00
Lock Out	25.00
After Hour Lock Out	85.00
Key Replacement	5.00
Screens (New Frame)	35.00
Screens With Undamaged Frame	15.00
Broken Downstairs Window	40.00
Broken Upstairs Window	50.00
Broken Picture Window	70.00

ALL OTHER CHARGES THAT ARE NOT LISTED ABOVE WILL BE BILLED TO THE TENANT AT ACTUAL COST FOR LABOR PLUS MATERIALS.

**HOPE COMMUNITY
STANDARD CHARGE LIST**

According to the Dwelling Lease of the Hope Community, the Tenant shall use care to keep the dwelling unit in such condition as to prevent health, sanitation, or unsafe problems from arising. The Tenant shall notify management promptly of known need for repairs to the apartment. *Replacements and repairs caused by ordinary wear and tear are made by management without cost to the Tenant.*

Whenever damage to the unit or property is caused by carelessness, misuse or neglect on the part of the Tenant, his/her family or visitors, the Tenant agrees to pay the cost of all repairs.

When appropriate, such charges shall be billed to the Tenant and shall specify the items of damage, repairs made and the total cost.

MINIMUM LABOR RATE CHARGES:

Janitorial Services by GRHC staff	\$24.00 per hour
Maintenance Repairs by GRHC staff	\$27.00 per hour
Services or Repairs by Contractor	Actual Cost

Minimum labor cost of one (1) hour will be charged for services or repairs of less than an hour duration. Cost of materials will be added to repair and service charges. After hours or emergency calls will result in additional charges.

PAINTING:

Actual cost will be assessed to a vacating Tenant if more than a touch-up is necessary for units occupied less than six (6) months. The actual cost of labor and materials will be assessed when wall repairs or extra costs of paint are necessary in a unit.

FLOORING:

Carpet and linoleum replacement will be pro-rated on the age of the covering:

Up to two (2) years	Full Actual Cost
Two (2) to four (4) years	One-half of Full Actual Cost
Five (5) to seven (7) years	One-quarter of Full Actual Cost

FREQUENT CHARGES:

Lock Change - Apartment	\$46.00	Screen:	
Lock Change - Duplex	51.00	- Patio	\$120.00
Key Replacement	8.00	- Large (LR/BR)	25.00
Key Card	15.00	- Small (Bathroom/Small Kitchen)	18.00
After Hour Lockout	85.00		

ALL OTHER CHARGES THAT ARE NOT LISTED ABOVE WILL BE BILLED TO THE TENANT AT ACTUAL COST FOR LABOR PLUS MATERIALS.

**LEONARD TERRACE APARTMENTS
STANDARD CHARGE LIST**

According to the Dwelling Lease of the Leonard Terrace Apartments, the Tenant shall use care to keep the dwelling unit in such condition as to prevent health, sanitation, or unsafe problems from arising. The Tenant shall notify management promptly of known need for repairs to the apartment. *Replacements and repairs caused by ordinary wear and tear are made by management without cost to the Tenant.*

Whenever damage to the unit or property is caused by carelessness, misuse or neglect on the part of the Tenant, his/her family or visitors, the Tenant agrees to pay the cost of all repairs.

When appropriate, such charges shall be billed to the Tenant and shall specify the items of damage, repairs made and the total cost.

MINIMUM LABOR RATE CHARGES:

Janitorial Services by GRHC staff	\$24.00 per hour
Maintenance Repairs by GRHC staff	\$27.00 per hour
Services or Repairs by Contractor	Actual Cost

Minimum labor cost of one (1) hour will be charged for services or repairs of less than an hour duration. Cost of materials will be added to repair and service charges. After hours or emergency calls will result in additional charges.

PAINING:

Actual cost will be assessed to a vacating Tenant if more than a touch-up is necessary for units occupied less than six (6) months. The actual cost of labor and materials will be assessed when wall repairs or extra costs of paint are necessary in a unit.

FLOORING:

Carpet and linoleum replacement will be pro-rated on the age of the covering:

Up to two (2) years	Full Actual Cost
Two (2) to four (4) years	One-half of Full Actual Cost
Five (5) to seven (7) years	One-quarter of Full Actual Cost

FREQUENT CHARGES:

Lock Change	\$46.00	After Hour Lockout	\$85.00
Key Replacement	8.00	Unstop Toilet or Garbage Disposal	25.00
Key Fob	15.00		

ALL OTHER CHARGES THAT ARE NOT LISTED ABOVE WILL BE BILLED TO THE TENANT AT ACTUAL COST FOR LABOR PLUS MATERIALS.

**MT. MERCY APARTMENTS
STANDARD CHARGE LIST**

According to the Dwelling Lease of the Mt. Mercy Apartments, the Tenant shall use care to keep the dwelling unit in such condition as to prevent health, sanitation, or unsafe problems from arising. The Tenant shall notify management promptly of known need for repairs to the apartment. *Replacements and repairs caused by ordinary wear and tear are made by management without cost to the Tenant.*

Whenever damage to the unit or property is caused by carelessness, misuse or neglect on the part of the Tenant, his/her family or visitors, the Tenant agrees to pay the cost of all repairs.

When appropriate, such charges shall be billed to the Tenant and shall specify the items of damage, repairs made and the total cost.

MINIMUM LABOR RATE CHARGES:

Janitorial Services by GRHC staff	\$24.00 per hour
Maintenance Repairs by GRHC staff	\$27.00 per hour
Services or Repairs by Contractor	Actual Cost

Minimum labor cost of one (1) hour will be charged for services or repairs of less than an hour duration. Cost of materials will be added to repair and service charges. After hours or emergency calls will result in additional charges.

PAINTING:

Actual cost will be assessed to a vacating Tenant if more than a touch-up is necessary for units occupied less than six (6) months. The actual cost of labor and materials will be assessed when wall repairs or extra costs of paint are necessary in a unit.

FLOORING:

Carpet and linoleum replacement will be pro-rated on the age of the covering:

Up to two (2) years	Full Actual Cost
Two (2) to four (4) years	One-half of Full Actual Cost
Five (5) to seven (7) years	One-quarter of Full Actual Cost

FREQUENT CHARGES:

Lock Change - Apartment	\$51.00
Key Replacement	8.00
Key Card	15.00
After Hour Lockout	85.00

ALL OTHER CHARGES THAT ARE NOT LISTED ABOVE WILL BE BILLED TO THE TENANT AT ACTUAL COST FOR LABOR PLUS MATERIALS.

**RANSOM TOWER APARTMENTS
STANDARD CHARGE LIST**

According to the Dwelling Lease of the Ransom Tower Apartments, the Tenant shall use care to keep the dwelling unit in such condition as to prevent health, sanitation, or unsafe problems from arising. The Tenant shall notify management promptly of known need for repairs to the apartment. *Replacements and repairs caused by ordinary wear and tear are made by management without cost to the Tenant.*

Whenever damage to the unit or property is caused by carelessness, misuse or neglect on the part of the Tenant, his/her family or visitors, the Tenant agrees to pay the cost of all repairs.

When appropriate, such charges shall be billed to the Tenant and shall specify the items of damage, repairs made and the total cost.

MINIMUM LABOR RATE CHARGES:

Janitorial Services by GRHC staff	\$24.00 per hour
Maintenance Repairs by GRHC staff	\$27.00 per hour
Services or Repairs by Contractor	Actual Cost

Minimum labor cost of one (1) hour will be charged for services or repairs of less than an hour duration. Cost of materials will be added to repair and service charges. After hours or emergency calls will result in additional charges.

PAINTING:

Actual cost will be assessed to a vacating Tenant if more than a touch-up is necessary for units occupied less than six (6) months. The actual cost of labor and materials will be assessed when wall repairs or extra costs of paint are necessary in a unit.

FLOORING:

Carpet and linoleum replacement will be pro-rated on the age of the covering:

Up to two (2) years	Full Actual Cost
Two (2) to four (4) years	One-half of Full Actual Cost
Five (5) to seven (7) years	One-quarter of Full Actual Cost

FREQUENT CHARGES:

Lock Change/Apt. or Mailbox	\$55.00	Key Card	\$10.00
After Hour Lockout	85.00	Stove Burner Pan (Small)	2.00
Apt. Key Replacement	5.00	Stove Burner Pan (Large)	4.00
Mailbox Key Replacement	2.00	Light Fixture Globe (dining room)	5.00

ALL OTHER CHARGES THAT ARE NOT LISTED ABOVE WILL BE BILLED TO THE TENANT AT ACTUAL COST FOR LABOR PLUS MATERIALS.

**SCATTERED SITES
STANDARD CHARGE LIST**

According to the Dwelling Lease of the Scattered Sites, the Tenant shall use care to keep the dwelling unit in such condition as to prevent health, sanitation, or unsafe problems from arising. The Tenant shall notify management promptly of known need for repairs to the apartment. *Replacements and repairs caused by ordinary wear and tear are made by management without cost to the Tenant.*

Whenever damage to the unit or property is caused by carelessness, misuse or neglect on the part of the Tenant, his/her family or visitors, the Tenant agrees to pay the cost of all repairs.

When appropriate, such charges shall be billed to the Tenant and shall specify the items of damage, repairs made and the total cost.

MINIMUM LABOR RATE CHARGES:

Janitorial Services by GRHC staff	\$24.00 per hour
Maintenance Repairs by GRHC staff	\$27.00 per hour
Services or Repairs by Contractor	Actual Cost

Minimum labor cost of one (1) hour will be charged for services or repairs of less than an hour duration. Cost of materials will be added to repair and service charges. After hours or emergency calls will result in additional charges.

PAINING:

Actual cost will be assessed to a vacating Tenant if more than a touch-up is necessary for units occupied less than six (6) months. The actual cost of labor and materials will be assessed when wall repairs or extra costs of paint are necessary in a unit.

FLOORING:

Carpet and linoleum replacement will be pro-rated on the age of the covering:

Up to two (2) years	Full Actual Cost
Two (2) to four (4) years	One-half of Full Actual Cost
Five (5) to seven (7) years	One-quarter of Full Actual Cost

FREQUENT CHARGES:

Lock Change (Includes 2 Keys)	\$65.00
Key Replacement/pick up at office	5.00
Unstop Toilet	25.00
Lock Out	30.00
After Hour Lock Out	85.00

ALL OTHER CHARGES THAT ARE NOT LISTED ABOVE WILL BE BILLED TO THE TENANT AT ACTUAL COST FOR LABOR PLUS MATERIALS.

**SHELDON APARTMENTS
STANDARD CHARGE LIST**

According to the Dwelling Lease of the Sheldon Apartments, the Tenant shall use care to keep the dwelling unit in such condition as to prevent health, sanitation, or unsafe problems from arising. The Tenant shall notify management promptly of known need for repairs to the apartment. *Replacements and repairs caused by ordinary wear and tear are made by management without cost to the Tenant.*

Whenever damage to the unit or property is caused by carelessness, misuse or neglect on the part of the Tenant, his/her family or visitors, the Tenant agrees to pay the cost of all repairs.

When appropriate, such charges shall be billed to the Tenant and shall specify the items of damage, repairs made and the total cost.

MINIMUM LABOR RATE CHARGES:

Janitorial Services by GRHC staff	\$24.00 per hour
Maintenance Repairs by GRHC staff	\$27.00 per hour
Services or Repairs by Contractor	Actual Cost

Minimum labor cost of one (1) hour will be charged for services or repairs of less than hour duration. Cost of materials will be added to repair and service charges. After hours or emergency calls will result in additional charges.

PAINTING:

Actual cost will be assessed to a vacating Tenant if more than a touch-up is necessary for units occupied less than six (6) months. The actual cost of labor and materials will be assessed when wall repairs or extra costs of paint are necessary in a unit.

FLOORING:

Carpet and linoleum replacement will be pro-rated on the age of the covering:

Up to two (2) years	Full Actual Cost
Two (2) to four (4) years	One-half of Full Actual Cost
Five (5) to seven (7) years	One-quarter of Full Actual Cost

FREQUENT CHARGES:

Lock Change at Apartment	\$45.00	Key Card	\$15.00
Lock Change for Cottage	60.00	Stove Burner Pan (Small)	3.00
Lock Out	30.00	Stove Burner Pan (Large)	5.00
After Hour Lock Out	85.00	Unstop Toilet or Garbage Disposal	25.00
Key Replacement	5.00		

ALL OTHER CHARGES THAT ARE NOT LISTED ABOVE WILL BE BILLED TO THE TENANT AT ACTUAL COST FOR LABOR PLUS MATERIALS.