**Morgan County Housing Authority**

**Morgan County Civic Services**

**Work Order Charges – Effective October 1st, 2021**

**Labor Rate is $27/hour**

|  |  |
| --- | --- |
| Air Conditioner Installation  -VAS & Walnut: we do not provide; $40 to install  -Brookside, Chambers, and High-rises: A/C provided and maintained  -Cottages: not provided  -All others: central A/C | $40.00 |
| Apartment Transfer Fee (Requested by Tenant) | $250.00 |
| Attorney Fees | Actual Cost-Plus Labor |
| Baseboard Heater | Actual Cost-Plus Labor |
| Bath Tub Obstruction | $40.00 |
| Bathroom Faucet | $80.00 |
| Bathroom Sink Replacement | $60.00 |
| Cabinet Repair | $40.00/Cabinet |
| Cleanup of Tenant Property Left Behind (Per Load) | $100.00 |
| Court Costs | Actual Cost |
| Cove Base Repair | Actual Cost-Plus Labor |
| Crisper Drawer | $50.00/Drawer |
| Curtain Rods | $10.00 |
| Damage to Lawn from Vehicles | Actual Cost-Plus Labor |
| Deadbolt Replacement | Actual Cost-Plus Labor |
| Door – Exterior | Actual Cost-Plus Labor |
| Door – Interior | Actual Cost-Plus Labor |
| Door Knob | $35.00 |
| Door Repair | $50.00 |
| Drip Pan – Large | $5.00 |
| Drip Pan – Small | $3.00 |
| Dryer Hookups | We Do Not Do |
| Drywall Repair | $50.00/Hole |
| Extra/Replacement Key Charge (Apartment/Mailbox) | $3.00/key |
| Floor Repair | Actual Cost-Plus Labor |
| Furniture Removal due to Bed Bugs | $75.00/Item |
| Furniture Removal (Inside or Outside Property) | $25.00/Item |
| Key Fob – 1st Replacement | $25.00 |
| Key Fob – 2nd Replacement | $50.00 |
| Key Fob – 3rd Replacement | $75.00 |
| Kitchen Faucet Replacement | $100.00 |
| Late Fee | $25.00 |
| Light Bulbs (60W Equivalent Only) | $3.00 |
| Light Globes | $20.00 |
| Lock Change (Core Only) | $75.00/Lock |
| Lock Out (After Hours) | $50.00 |
| Lock Out (During Office Hours) | Free |
| Medicine Cabinet | Actual Cost-Plus Labor |
| Mini Blinds – (Walnut/VAS has Roller Shades) | Actual Cost-Plus Labor |
| Oven Door Gasket | $50.00 |
| Oven Door Glass | Actual Cost-Plus Labor |
| Oven Element | $55.00 |
| Oven Handle | $40.00 |
| Oven Knobs | $7.00/Knob |
| Oven Replacement | Actual Cost-Plus Labor |
| Oven Thermostat (Tenant Abuse) | $70.00 |
| Refrigerator Gasket | $100.00 |
| Refrigerator Handle | $70.00 |
| Refrigerator Replacement | Actual Cost-Plus Labor |
| Refrigerator Shelves | $50.00/Shelf |
| Returned Check Fee | $50.00 |
| Screen & Frame Repair | $25.00 |
| Screen & Frame Replacement | Actual Cost-Plus Labor |
| Screen Door Handle | $50.00 |
| Screen Door Repair | Actual Cost-Plus Labor |
| Screen Door Replacement | Actual Cost-Plus Labor |
| Screen Door Shocks | $50.00 |
| Sewer Main Auger | $75.00 |
| Sheriff Fees | Actual Cost |
| Shower Head | Actual Cost-Plus Labor |
| Shower Knob | $20.00 |
| Sink Stopper Replacement | $10.00 |
| Smoke Detector | $50.00 |
| Television | $75.00/Television |
| Toilet Paper Holder | $10.00 |
| Toilet Replacement | Actual Cost-Plus Labor |
| Toilet Seat | $35.00 |
| Towel Bar | $20.00 |
| Tub Divertor | $40.00 |
| Unclog Sink – Auger | $30.00 Minimum |
| Unclog Sink – Auger (After Hours) | $60.00 Minimum |
| Unclog Toilet – Auger | $40.00 Minimum |
| Unclog Toilet – Auger (After Hours) | $60.00 Minimum |
| Winder Repair Glass (Non-Standard Size) | Actual Cost-Plus Labor |
| Window Repair Glass (Standard Size) | $65.00 |
| Window Shades | $10.00 |
| Window Shock | $25.00 |

I have read, understand, and agree to the above charges. All charges will be billed promptly and must be paid in full within 14 days of the work order charge invoice date. Failure to pay the work order charge within the 14 days will be considered a lease violation and may lead to further action, up to and including eviction.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Signature Tenant Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Manager Signature Date