



## Schedule of Resident Charges

Repair and Replacement	Cost
Resident Responsible for Damage (normal business hours)	Actual cost of materials plus \$30.00/hour
Resident Responsible for Damage (after hours and weekends)	Actual cost of materials plus \$30.00/hour w/3 hour minimum
Normal Wear and Tear	No Charge
Emergency Calls (no tenant damage)	No Charge
Emergency No-Heat Calls After Hours (heat not working)	No Charge
Emergency No-Heat Call After Hours (heat working)	\$30.00/hour w/3 hour minimum
Maintenance Costs (Special Charges)	Cost
Snow Removal	\$25
Trash Removal: Per ½ truckload	\$50
Per full truckload	\$100
Bags or Bulky Items	\$20 each
Mattresses and/or Box Spring Disposal	\$25 each
Freezer, Dehumidifier, Air Conditioner and/or TV Disposal	\$25 each
Tire Disposal	\$5 per tire
Lock-out (after hours)	\$30.00/hr with 3 hours minimum
Lock-out (during business hours)	\$20
Failure to Prepare for Pest Treatment or Inspection (1 <sup>st</sup> incident)	\$50.00
Failure to Prepare for Pest Treatment or Inspection (2nd incident)	\$100.00
Failure to Prepare for Pest Treatment or Inspection (subsequent incidents)	Actual cost charged by PHA contractor
Cleaning of occupied unit to bring into compliance	Actual cost charged by PHA contractor
Other Charges	Cost
Open window or Doors (December to March, per occurrence)	\$25
Open window when air conditioner in use (May 15 <sup>th</sup> thru September 15 <sup>th</sup> per occurrence)	\$10
Annual Fee for Air Conditioner (households that do not pay for electricity)	\$50 per air conditioner
Air Conditioner Penalty Fee (failure to notify PHA of use of air conditioner for households that do not pay for electricity)	\$25 per air conditioner
Non-Sufficient Funds (Bounced Checks)	\$35 per check
Interpreter Services – (when tenant does not show up for meeting as scheduled OR does not cancel meeting within 48 hours)	Actual cost (typically \$40 to \$55)
Court Costs: Eviction Summons	\$5 (or actual cost)
Court Costs: Eviction Filing Fee	\$95 (or actual cost)
Towing Fee: Failure to move vehicle from parking lot during snow removal	Actual cost (typically \$75 to \$100)
Parking Reservation Fee	\$60 a vehicle per year
Failure to Register vehicle	\$60 fine
Smoking Violation Fee	\$25 first incident, \$50 second, \$100 third or more



Initial \_\_\_\_\_

Date \_\_\_\_\_

**Portland Housing Authority  
14 Baxter Boulevard  
Portland, ME 04101-1822  
Tel. (207)773-4753  
Fax. (207)879-4231**

**Schedule of Standard Move-Out Charges**

Every apartment must be returned to Portland Housing Authority in the condition in which it was received, except for normal wear and tear. The following list of charges will be used to assess any damages at the time of the move-out inspection. This is not a complete list and the costs are typical estimates based on current material costs and PHA's current \$30.00 labor rate. PHA reserves the right to change any of the charges based on actual damages, cleaning requirements, and material/labor cost increases.

Cleaning-		
Stove or refrigerator, based on 2.0 hours at \$30		\$60 per appliance
Tub or toilet, based on 1.0 hour at \$30		\$30 per fixture
Floors, strip due to excessive soiling		\$30-\$120 total cost
Walls, wash excessively soiled or stained walls prior to painting		\$30-\$120 total cost
Trash removal		\$70 per truckload
Disposal fees for appliances, furniture and electronics		\$25-\$50 per item
Painting-		
No charge for repainting except when one coat of paint will not cover soiling, marks, crayon, tobacco smoke damages		\$30-\$450 total cost
Damages-		
Patch hole in wall (excludes nail/picture hanger holes)		\$30-\$90 based on size
Replace interior door		\$60 includes 1 hour
Replace missing/damages screen (when provided)		\$25 per screen
Replace damaged toilet seat		\$15
Replace damaged toilet		\$120 includes 1 hour
Replaced damaged countertop		\$150-275
Repair broken cabinet door/drawer		\$30 per hour
Window glass replacement		\$75 per window
Miscellaneous-		
Lost/unreturned keys and fobs		\$10 per key
Lawn mowing (where applicable)		\$30
Unreported pest infestation		\$50

If move-out charges exceed the amount of the security deposit the family will owe PHA the difference. If any debt remains unpaid, PHA will report the debt to credit bureaus and the debt becomes negative landlord history, which may prevent you from receiving federal assistance in the future.

I have read and understand that I am responsible for the payment of any applicable move-out charges as listed above.

\_\_\_\_\_  
Head of Household

\_\_\_\_\_  
Date