

**MODEL  
TOOL**

**Use Our Maintenance Charge List to Create Your Own**

The following maintenance charge list is an example of a list you can give residents to inform them of the repair costs they may be responsible for if they cause damage to their units. You can adapt this list for your site.

Our list explains its purpose to residents, identifies repairs that site maintenance staff most often perform, and gives the costs of those repairs. Your list should reflect repairs normally performed at your site and their costs.

**ABC APARTMENTS 2015 MAINTENANCE CHARGE LIST**

You must reimburse us for damage that you cause to your unit by carelessness, misuse, or neglect. If you cause damage to your unit that necessitates one of the repairs on this list, you must pay the listed charge. The charges on this list reflect the most recent information relating to charges that can be assessed against you. Labor is billed at the rate of \$15 per hour. This list does not contain every item that can be charged such as contracted work. If you cause damage to your unit that necessitates a repair not on the list, you must reimburse us for either the amount it costs our site maintenance staff to perform the repair or the amount it costs us to hire a contractor to perform the repair.

	<b>ITEM</b>	<b>COST</b>
<b>APPLIANCES</b>	Stove . . . . .	\$276
	Stove rings . . . . .	\$1.40 lg/\$1.25 sm
	Stove drip pans . . . . .	\$0.75 lg/ \$.60 sm
	Refrigerator bulb . . . . .	\$0.55
	Refrigerator . . . . .	\$380
<b>KITCHEN</b>	Sink . . . . .	\$30
	Faucet . . . . .	\$60
	Stainless steel sink strainer . . . . .	\$5.50
	Countertop per sq. ft. (price differs for repairing chips to countertops) . . . . .	\$45
	Tile (each) . . . . .	\$12
	Cabinet drawer guide . . . . .	\$17
	Garbage disposal . . . . .	\$43
	Disposal seal . . . . .	\$1.40
<b>CLOSET</b>	Light fixture . . . . .	\$2.15
<b>BATHROOM</b>	Toilet seat . . . . .	\$8
	Towel bar . . . . .	\$5
	Medicine cabinet glass . . . . .	\$15
	Door . . . . .	\$49
	Toilet tissue holder . . . . .	\$7
	Light fixture over sink . . . . .	\$29
Shower head . . . . .		\$8
	<b>BEDROOM</b>	Window . . . . .
Screen . . . . .	\$10	
Blinds . . . . .	\$14	
Switch . . . . .	\$1	
Switch cover . . . . .	\$1	
<b>REPAIRS</b>	Unclog toilet . . . . .	\$10
	Unclog sink . . . . .	\$10
	Rehang front door . . . . .	\$48
	Rehang blinds . . . . .	\$8
	Refinish porcelain bathtub . . . . .	\$45
<b>ADDITIONS</b>	Main entrance key . . . . .	\$8
	Front-door key . . . . .	\$5.50
	Mailbox key . . . . .	\$5