

**HIGHLAND PARK HOUSING AUTHORITY   “REVISED”  
APARTMENT DAMAGE CHARGES**

The management office is responsible for normal maintenance in your apartment. All requests for service should be called to the administrative office (732) 572-4420. Normal service is performed Monday through Friday 8:30 am until 4:30 pm. For your convenience, calls for emergencies are taken on a 24 hour basis through an answering service. Emergencies are handled on an “as needed” basis. Unfortunately, we cannot make appointments for repair work. If any item is damaged due to negligence on your part, either during occupancy or when you vacate, you will be charged according to the following schedule. In addition, please note that the labor rate will be \$25.00 an hour during working hours and \$37.00 an hour overtime (before 8:00 am and after 4:30 pm and whenever the authority is closed) If repairs must be made by the staff carpenter, a labor rate of \$40.00 per hour will be charged.

SERVICE	FEE
Range/Refrigerator/Cabinet & Countertop Cleaning	\$ 50.00 each
Freezer/Refrigerator Door Broken or Seal Torn	\$ 75.00
Encrusted Oven and Burners/Broiler Pan & Bake Racks	\$ \$10.00-\$50.00 (set)
Cleaning Floor	\$ 50.00
<i>Replacement of all appliances and/or parts for damage caused by tenant will be charged at current list price &amp; labor as listed above</i>	
Replace Toilet/Bowl/Tank	\$100.00-\$800.00
Tenant Caused Sink/Tub/Toilet Clog	\$20.00&Additional Labor if Required
Replace Sink Bowl/Vanity	\$85.00-\$150.00
Medicine Cabinet	\$ 40.00
Stopped Toilet & Must be Removed	\$ 25.00-\$37.00 per hr
Lighting Fixtures	Current list price
Mailbox Lock & Keys	\$ 50.00
Replacement of Cut Pull Cords	Current List Price
Wall & Door Repair	Current materials/labor@ Carpenter’s Rate
Screen Repair/Frame Repair	\$50.00-\$100.00
Lock Replacement (per Tumbler)	\$ 60.00
Lock Replacement (complete)	\$ 200.00
Deadbolt	\$ 140.00
Replace Window Pane	<a href="#">\$ 75.00/Labor@Carpenter’s Rate</a>
Lock- outs after 4:30 pm/ Weekend & Holidays	\$ 50.00
Garbage Removal from Porches or Surrounding Area	\$ 25.00
Light Bulbs	Market Price
Drywall Replacement	Market price & labor @ Carpenter’s Rate
Smoke Alarms/CO	\$ 65.00
Smoke Alarm Battery (When Removed by Tenant)	\$ 20.00
Bathroom Faucet	\$ 85.00
Kitchen Faucet	\$ 95.00
Shower Head	\$ 15.00
Handicap Shower Head	\$ 35.00
G.F.I. Outlet	\$ 20.00
Toilet Seat	\$ 15.00
Towel Bar	\$ 10.00
Soap Dish/Toilet Paper Holder/Glass Holder	\$ 10.00
Privacy Lock Sets/Passage Lock Sets	\$ 20.00
Broken Wall Switch/Duplex Outlet	\$ 5.00
Window Shoes/Window Bars/Window Locks	\$ 20.00
Window Guards	\$ 20.00
Broken Handrails	Market Price & Labor @ Carpenter’s Rate
Any Work Performed By Outside Contractors Will Be Billed To The Tenant At Cost Of Contractor	

We feel that if a resident is aware of this charge schedule at the time they move in, there will be less of a misunderstanding during occupancy and at move out. ***Supply and material costs to be verified at time of replacement.*** If the inspector is required to perform a second move-out inspection, there will be a \$25.00 fee.

My signature below indicates that I have read, understand and received a copy of the above.

\_\_\_\_\_  
Tenant’s Signature

\_\_\_\_\_  
Date

