



Tenant Charges for Maintenance Services:

When is a resident charged for maintenance services and when is a resident not charged?

Paragraph V. A. of your dwelling lease states “Tenant shall also notify Management promptly of any need for repairs to the Premises, and of known unsafe or unsanitary conditions, which may lead to damage, injury or unsanitary conditions...The obligation to care for the Premises and notify Management of the need for repairs is continuous even if Tenant is temporarily away from the Premises. **Except for normal wear and tear, Tenant shall pay reasonable charges for repair of damage to the Premises or property caused by Tenant, household members or guests or for services performed by Management because of Tenant.**”

When a resident is charged for maintenance services, the following charges apply:

- Repairs performed by a contractor will be reimbursed to the CDA for full charges passed on from the contractor
- If an CDA maintenance technician performs repairs during normal working hours, labor charges are as follows:
 - \$25.00 per hour
 - \$18.75 per three quarter hour
 - \$12.50 per half hour
 - \$6.25 per quarter hour
 - Materials will be billed at cost including tax
- If an CDA maintenance technician perform repairs after normal working hours, labor charges are as follows:
 - \$37.50 per hour
 - \$ 28.13 per three quarter hour
 - \$18.75 per half hour
 - \$9.38 per quarter hour
 - Materials will be billed at cost including tax
- Keys, locks, change of locks, etc.
 - Additional unit and/or entrance key - \$10 each
 - Replacement of lost keys - \$20 each
 - Mailbox key – \$15 each
 - Radio key - \$25.00
 - Garage door opener - \$45 each
 - Change of lock - \$25 per cylinder replacement (includes one key per cylinder)
 - Lockout - \$30 during business hours; \$75 after business hours