

CHARGES AND FEES POLICY

Damages:

Whenever damage is caused by carelessness, misuse or neglect on the part of the Resident, household member or visitor, the Resident is obligated to reimburse the Owner for the damages within 30 days after the Resident receives a Damage Invoice (M-3) from the Owner.

Move-Out Damages:

In accordance with the Rental Agreement, the Resident is responsible for returning the unit in clean and undamaged condition, normal wear and tear excepted.

Damages will be charged to Resident's account and must be paid in accordance with the Rental Agreement. Upon termination of the Rental Agreement, any remaining unpaid charges and fees will be deducted from the Resident's Security Deposit.

Damage Charges:

Damage charges, including cleaning, painting, and repairs shall be limited to the actual and reasonable cost incurred by the Owner. It is not management's objective to make a profit on damage charges to Residents. Actual and Reasonable cost is further defined as follows:

- **Contracted Services:** In cases where management hires outside professional contractors to perform the needed repair or other service, the Resident shall be charged for the actual cost of parts and labor, which the Owner is billed by the contractor.
- **In-House Services:** In cases where management chooses to use management employees to perform needed repair or other service, the Resident shall be charged for the actual cost of parts used; plus a labor cost of **\$16.00** per man hour worked. Labor cost will be based upon ¼ hour increments.

All invoices for damage charges shall be rounded down to the nearest dollar.

Painting Charges:

Concerning interior unit painting, Management considers normal wear and tear as five years. Therefore, in the case of a unit that has not been painted within five years, and in which a repainting is necessary, the Resident will not be charged. However, Residents will be charged in accordance with the Charges and Fees Policy above in the event a unit has been painted within five years and is in need of a repaint, touchup excepted.

Other Charges and Fees:

Other Charges and Fees are listed on the table below:

Type	HUD	USDA	Market/HC
Lock-out Fees	\$0.00 - during office hours \$5.00 - between 5:00 p.m. and 9:00 p.m. weekdays \$10.00 - after 9:00 p.m. weekdays, weekends, holidays		
Key Replacements	\$5.00 each		
Towing Charges	Towing charges as a result of a Resident or his/her guest violating parking rules and/or City ordinance shall be charged at actual cost.		
Bounced Check Fee	\$10.00 per Check (2 nd & subsequent bounced checks)	\$10.00 per check	\$25.00 per check
Late Fees	Owner may collect a fee of \$5.00 on the 6 th day of the month. Thereafter, the Owner may collect \$1.00 for each additional day the rent remains unpaid during the month it is due, but late fees shall not exceed \$30.	Owner may collect a fee of \$10.00 on the 11 th day of the month.	Owner may collect a fee of \$25.00, plus \$5.00 per day (up to 10% of the monthly rent) until all amounts owed are paid.
MONTHLY ADDITIONAL APPLIANCE UTILITY CHARGES* *Management must approve all additional appliances listed below prior to installation.	All Year - monthly charge \$10: Seasonal – monthly charge \$10:	Personal Washing Machine: \$10.00 Portable Dishwasher: \$10.00 **Personal Clothes Dryer: \$10.00 **Extra Refrigerator/Freezer: \$10.00 each **Window Air Conditioner: \$10.00 each (May – October) **Portable Electric Heater: \$10.00 (October - April) **Do <u>not</u> charge \$10 if Resident pays electric.	