

# DELAWARE COUNTY HOUSING AUTHORITY

## *Maintenance Charges 2019*

As a general rule residents are only charged for maintenance beyond reasonable wear and tear and/or tenant neglect or damage. Below is a list of some of the items for which residents will be charged. The charges listed are an average cost since the items may be different sizes in your unit.

### **LOCKS- \*Charges are per door for each property**

Residents are charged for locks and/or lock replacement only when the resident requests a lock change or when a resident, their family or guest/visitor damages the lock. The charge amount includes changing the locks to all exterior doors to the unit.

	<b><u>CHARGE AMOUNT</u></b>	
<b><u>Kinder Park and South Media</u></b>		<b><u>Parts Cost (each)</u></b>
Kinder Park Apartments Cylinder 1 Cyl per unit	\$67.00	\$55.00
Kinder Park Apartments Lever Entry Lock	\$182.00	\$170.10
Kinder Park Homes Deadbolt 2 per unit	\$120.00	\$53.81
Kinder Park Homes Entry Lever 3 per unit	\$528.00	\$170.10
Kinder Park Homes Cylinder Ph 1 & 2 5 per unit	\$164.00	\$29.00
Kinder Park Home Cylinder Ph 3 5 per unit	\$244.00	\$45.00
South Media Deadbolt 2 per unit	\$49.00	\$17.30
South Media Entry Lock 2 per unit	\$51.00	\$17.42
<b><u>Parkview/Highland Homes</u></b>		
Highland Homes Cylinder – 1 Door unit	\$43.00	\$37.00
Highland Homes Cylinder- 2 Door unit	\$94.00	\$37.00
Highland Homes Entry Lock	\$515.00	\$487.00
Parkview Homes Cylinder 5 per unit	\$173.00	\$35.00
Parkview Apartments Cylinder 1 per unit	\$51.00	\$29.00

Parkview Entry Lock	\$239.00	\$221.00
Parkview Apartments Entry Lock	\$515.00	\$487.00
Noscow Deadbolt- 1 Door Unit	\$33.00	\$17.30
Noscow Entry Lock- 1 Door Unit	\$32.00	\$17.42
Noscow Deadbolt- 2 Door Unit	\$49.00	\$17.30
Noscow Entry Lock- 2 Door Unit	\$51.00	\$17.42
Toby Farms Deadbolt 2 per unit	\$49.00	\$17.30
Toby Farms Entry Lock 2 per unit	\$51.00	\$17.42
Green St. Deadbolt 2 per unit	\$49.00	\$17.30
Green Street Entry Lock 2 per unit	\$51.00	\$17.42
<b><u>Calcon</u></b>		
Calcon Gardens Entry Lock- per door	\$212.00	\$196.40
Calcon Gardens Cylinders 2 per unit	\$82.00	\$39.00
Calcon Hook Kwikset Entry Lock 2 per unit	\$51.00	\$17.42
Calcon Hook Deadbolt 2 per unit	\$49.00	\$17.30
Calcon Hook Garage Cylinder 1 per unit	\$27.00	\$16.00
Lincoln Park Kwikset Entry Lock 2 per unit	\$51.00	\$17.42
Lincoln Park Deadbolt 2 per unit	\$49.00	\$17.30
Greenhill Court Entry Lock 2 per apt	\$51.00	\$17.42
Greenhill Court deadbolt locks 1 per apt	\$32.00	\$17.30
Greenhill Court Mortise Cylinder 1 per apt	\$21.00	\$15.00
Darby Homes Entry Lock 2 per unit	\$51.00	\$17.42
Darby Homes Cylinder 2 per unit	\$49.00	\$17.30
Franklin St. and Chester Pike Kwikset Entry Lock 1 per unit	\$32.00	\$17.42
Franklin St. and Chester Pike Kwikset Deadbolt 1 per unit	\$33.00	\$17.30
Bartlet Ave. and Sharon Ave. Kwikset Entry Lock 1 per unit	\$32.00	\$17.42
Bartlet Ave. and Sharon Ave. Kwikset Deadbolt 1 per unit	\$33.00	\$17.30

### **Delaware County Fairgrounds**

Entry Knob Lock	\$157.00	\$135.00
Entry Lever Lock	\$197.00	\$170.10
Cylinders      5 per unit	\$164.00	\$ 30.00

### **KEYS**

Residents are charged for keys when a key is damaged or lost/stolen or when they request an extra key.

Mailbox Key (Duplicate)	\$2.00
House Keys (Duplicate)	\$2.00 to \$3.00
Lock Out (Business Hours)	\$42.00
Overtime Lock Out	\$65.00
Key card (Green Hill, Bridgeview, Parkview and Kinder Park Mid-rises)	\$10.00

Calcon Gardens House Key	\$8.00
Kinder Park Homes House Key (Same blank as Calcon)	\$8.00

### **CLOGS AND STOP UPS**

Residents are only charged for stop ups caused by tenant neglect. For example a resident should be charged for the following:

- a. Toys, brushes, combs, bottle caps or other foreign objects in toilets, sinks or drain lines causing a stop up.
- b. Excessive grease in kitchen drains causing a stop up. Residents are reminded not to dispose of grease in the sink
- c. Excessive lint causing a stop up in sink where washer drains. Residents should purchase and install disposable lint bags/trap on the end of the hose.

Bathroom Sink Stop Up	\$39.00
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Laundry Drain Stop Up	\$65.00
Main Sewer Stop Up	\$125.00
Toilet Stop Up	\$48.00
Kitchen Sink Stop Up	\$39.00
Tub Drain Stop Up	\$18.00

### **BATHROOM REPAIRS**

Residents are only charged for the following when caused by tenant/guest neglect or damage.

Replace Toilet Seat	\$25.00/\$38.00	\$9.30/\$12.20
Toilet Replacement	\$160.00	\$123.66
Toilet Replacement (Elongated ADA)	\$246.00	\$211.00
Toilet Handle	\$18.00	\$3.74
Repair Toilet Seat	\$12.00	
Replace Shower Rod	\$30.00	\$4.40

### **DOORS/WINDOWS/SCREENS/BLINDS**

Residents are only charged for the following when caused by tenant/guest neglect or damage. The charge listed is an average cost since the items maybe different sizes in your unit.

Replace Storm Door	\$209.00
Replace interior doors Door Knob	\$18.00
Replace Door Stops	\$21.00
Replace Interior Door	\$105.00
Replace Exterior Door	\$288.00
Replace Window	\$48.00 and up
Replace Screen	\$25.00 and up

Repair Screen	\$26.00 and up
Replace Mini-Blinds	Time & Material

### **KITCHEN REPAIRS**

Residents are only charged for the following when caused by tenant/guest neglect or damage. The charge listed is an average cost since the items maybe different sizes in your unit.

Replace Refrigerator Drip Pans	\$30.00
Light stove pilot	\$25.00
Gas Range	\$382.00
Electric Range	\$359.00
Refrigerator	\$622.00
Washer	\$562.00
Dryer	\$520.00
Dishwasher	\$319.00

### **BATTERIES/LIGHT BULBS**

Senior Citizens and residents with disabilities living in Kinder Park Apartments, Parkview Apartments, Bridgeview Apartments and units designed for mobility impaired residents are charged only for the batteries, bulbs and florescent tubes, not the labor. Residents may purchase and supply batteries bulbs and fluorescent tubes and DCHA will install them at no charge. The charge to replace more than one battery or bulb would add only the cost of the additional battery or bulb. For example the cost to replace one bulb is \$9.00 and to replace a second bulb would add only the cost of the additional bulb which is 65 cents.

Battery Replacement	\$9.00
4 Ft Tube Bulb Replacement	\$10.00
60 Watt Light Bulb Replacement	\$9.00

### **CLEANING**

Section 7 of your lease requires residents to maintain their unit in a clean and orderly condition. Where DCHA must perform the following tasks residents will be charged.

Remove Trash from Unit	\$50.00 per hour
Shampoo Carpet	as per invoice
Clean Stove and Range Hood	\$22 per hour

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Clean Refrigerator	\$22 per hour
Clean Bathroom	\$22 per hour
Wax and Buff Floors	\$22 per hour
Replaces Floor Tile	\$22 per hour
Clean Kitchen Cabinets	\$22 per hour
Clean Windows	\$22 per hour

## GENERAL MAINTENANCE POLICIES

1. Work Orders are generally completed in the following time frames.

Emergency-immediately  
 Urgent-within 24 hours  
 Routine-within 72 hours

2. To make a Work Order requests please contact your Property Office as listed below:

Calcon Property Group:  
 610-534-3210 and press 5.

Kinder Park Property Group:  
 610-490-6220 and press 5.

Parkview Property Group:  
 610-876-1398 and press 5.

Fairgrounds Property Group:  
 610-494-6690 and press 5.

Once you have made the request you may call your Property Office to check on the status of the work order. If you are not satisfied with work or completion times and you may call your Property Manager first, then the Director of Housing Management.

Calcon Property Group: Shawn Kearney – 610-534-3220/E-mail: [skearney@dcha1.org](mailto:skearney@dcha1.org)

Parkview Property Group: Latiya Devora – 610-876-0315/E-mail: [latiyad@dcha1.org](mailto:latiyad@dcha1.org)

Kinder Park Property Group: LaRita Timberlake – 610-490-6201/E-mail: [laritat@dcha1.org](mailto:laritat@dcha1.org)

Fairgrounds Property Group: Chennelle Echevarria – 610-494-6711/E-mail: [cechevarria@dcha1.org](mailto:cechevarria@dcha1.org)

Director of Housing Management: Janice M. Roberts – 610-490-6233/E-mail: [jroberts@dcha1.org](mailto:jroberts@dcha1.org)

3. We encourage you to report problems with your unit. You are not charged for maintenance unless damage is caused by you or your guests and in accordance with this list.
4. We expect our Maintenance technicians to complete your work in a neat and workmanlike manner. If we do not meet this expectation please contact your Property Manager or the Director of Housing Management.