



Serving The Community Since 1944

Administrative Offices

One Eddy's Lane  
Troy, NY 12180

Phone: (518) 273-3600  
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Proposed - 2019

**Maintenance Charge Policy**

Residents are not charged for normal wear and tear related maintenance needs in their unit. However, if damage is caused due to tenant abuse or negligence, the resident will be charged for the cost of repairs. If a resident is charged for damage to Troy Housing Authority property, the following will apply:

If Troy Housing Authority staff perform repairs during normal working hours, labor charges are as follows

\$44.00 per hour for each maintenance mechanic needed (\$22.00 per ½ hour, \$11.00 per ¼ hour)  
\$36.00 per hour for each maintenance person, laborer or helper needed (\$18.00 per ½ hour, \$9.00 per ¼ hour)

If Troy Housing Authority staff perform repairs after normal working hours, labor charges are as follows:

\$66.00 per hour for each maintenance mechanic needed (\$33.00 per ½ hour, \$16.50 per ¼ hour)  
\$54.00 per hour for each maintenance person, laborer or helper needed (\$27.00 per ½ hour, \$13.50 per ¼ hour)

Labor costs are based on the cost of hiring staff; including, but not limited to, payroll, overtime and benefits and may be adjusted annually based on employment contract.

Materials will be billed to the tenant at the actual cost of materials, plus labor as needed (see tables above). Every effort will be made to obtain materials at the fairest price. This approach is necessary due to the many different types and sizes of items used in modern apartments.

Light bulb replacement within an apartment is a tenant responsibility. If Troy Housing Authority is asked to provide and change a light bulb by a tenant the tenant will be charged for the cost of the light bulb plus labor. However, there will be no labor charge to replace light bulbs that are inaccessible to a tenant.

Clean-up of Tenant Litter/Trash (small amounts): \$10.00 first occurrence; \$20.00 each following occurrence (repeated violations may result in termination of tenancy in accordance with section 6.g. of the lease).

Abandoned property left after eviction will be stored for up to 30 days. A storage fee of \$10 per day must be paid before retrieving any property. The storage fee will end when the former tenant signs a statement indicating that all property has been removed or on the 30<sup>th</sup> day. Anything remaining will be considered abandoned property/trash.

Abandoned Property/Trash (excessive): Labor costs plus costs to dispose of the property (tipping fees, electronics disposal fees) will be charged to the tenant or former tenant responsible for the abandoned property and/or trash.

The standard charge for stove or refrigerator cleaning will be one hour of maintenance person time unless maintenance indicate that more time was needed then actual time will be charged.

Lock out charge will be at maintenance person rate; ½ hour during a work day and a full hour if performed after hours.

Repairs performed by a contractor will be billed to the tenant for the full charges due to the contractor. This includes, but is not limited to, priming needed before painting apartments due to tenant caused issues.

Residents may request an estimate of the cost of a particular item from the site office.