

**Hillsdale Housing Commission**

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**Schedule of Maintenance Repair and Utility Charges**

In accordance with the Dwelling Lease, the following charges apply:

**I. Utilities & Appliances**

***Laundry facilities***

- A. Laundering and drying machines are coin operated.
- B. Resident shall supply the necessary coinage to operate laundry machines.
- C. In no event shall management be held responsible for damage caused by laundering machines.

***Excess Utilities***

A. Payment of excess utility charges

- 1. Excess utility charges are due and payable in advance on the first of each month.
- 2. Excess utility charges may be added to normal rent charges by the tenant, for inclusion onto the monthly rent check or money order.
- 3. Prepaid, unused excess utility charges shall be refunded to tenant at the time of move-out.
- 4. Unpaid excess utility charges shall be due and payable at the time of move-out. Unpaid excess utility charges may be withheld from the security deposit.

B. Approved appliances which qualify for excess utility charges

**1. Air Conditioners**

- (A.) Hilltop Apartments management shall approve of the operation of air conditioning in dwelling units during the cooling season.
- (B.) “Cooling Season” is defined as the period from June 01 through September 30 in one calendar year.
- (C.) Resident may request air conditioner activation prior to and/or following the normal cooling season. Additional months are charged according to the per-month schedule, listed below.
- (D.) Except under extraordinary circumstances, air conditioners shall only be activated and deactivated once per calendar year.
- (E.) Resident shall pay \$39.55 per cooling season for the operation of air conditioners in dwelling units. Payment may be made in one of the following methods:
  - (1.) \$39.55 Lump-sum payment on June 01 of each year.

- (2.) \$9.89 per month while air conditioner is active.
- (F.) Resident shall meet with management prior to the installation and/or activation of air conditioners to determine the residents preferred method of payment of excess utility charges for air conditioners. At this meeting, an Air Conditioner Excess Utility Agreement form shall be completed and executed and signed by the Resident and a member of management.
- (G.) A member of management shall install air conditioners. The air conditioner shall only be installed in the sleeve provided in the dwelling unit. The resident shall not be charged for installation of air conditioners.
- (H.) In the interest of safety, management reserves the right to approve or reject installation and/or activation of any air conditioner.
- (I.) If possible, management shall make air conditioners available to residents at its own cost. Resident shall completely pay for air conditioner unit prior to purchase by management.

**2. Electric Heaters**

- (A.) Baseboard heaters and electricity are supplied to tenant at no cost. Operation and/or installation of additional heating units without prior management approval is expressly prohibited.
- (B.) In the case of an emergency, management, at its discretion, agrees to supply additional heat to the dwelling unit.

**3. Freezers**

- (A.) Resident shall pay monthly utility charges, as listed on the schedule below, for operating a freezer in the dwelling unit.
  - (1.) 12.0 CU to 13.5 CU freezer: \$5.00 per month.
  - (2.) 10.0 CU to 11.9 CU freezers: \$4.00 per month
  - (3.) 8.0 CU to 9.9 CU freezers: \$3.00 per month
  - (4.) 7.9 CU and smaller freezers: \$2.00 per month.
- (B.) In the interest of safety, management reserves the right to accept or reject the installation and/or operation of any freezer in the dwelling unit.

**4. Ceiling fans**

- (A.) Management shall allow the installation and operation of a ceiling fan in dwelling unit. One Ceiling fan is provided in the living room of each dwelling unit.
- (B.) No excess utility charges shall be imposed for the operation of a ceiling fan.
- (C.) Residents may request installation of a ceiling fan in the bedroom(s) of the

dwelling unit. The resident is required to contract with a licensed electrician to perform the installation.

- (D.) Should installation require substantial modification of the dwelling unit or fixtures (as determined by management), tenant shall agree to leave the ceiling fan in place as a permanent dwelling fixture upon vacating the dwelling unit.
- (E.) In the interest of safety, management reserves the right to approve or reject the installation and/or operation of any ceiling fan.

## II. Maintenance/Repair Charges

1. Charges due to unnecessary and/or excessive repairs to the dwelling unit, building, grounds, or common areas by tenant or tenant's guests or visitors shall be imposed on a time and materials basis. This charge shall not exceed the actual cost of labor and/or materials supplied to perform the repairs.
2. If an employee of the Housing Commission performs repairs, the labor charge shall be based on the actual hourly wage of the employee performing the repairs. If the repairs are performed after normal working hours, the labor charge shall be calculated at one and one-half (1½) the normal rate of pay. Should the repairs be performed on a holiday, the labor charge shall be calculated at two and one-half (2½) times the normal rate of pay. Materials shall be charged to the tenant at the Commission's cost, wherever possible.
3. If an employee of the Housing Commission does not perform repairs, the charge imposed shall not exceed the total invoiced by the repair personnel. Management agrees only to deal with reputable contractors to perform this service, and further agrees to allow the contractor to invoice the Commission, rather than the tenant, for performance of repairs, in anticipation of payment by the tenant.
4. Repeated and/or excessive damage to the Commission property by tenant or tenant's guests or visitors is cause for termination or non-renewal of the Dwelling Lease or eviction.
5. Excessive lockout charges may be imposed at management's discretion, should a tenant lock themselves out of their dwelling unit more than three times in a one year period. The lockout charge shall be \$30.00 for each occurrence after three lockouts in a one year period.

Amended by Commission action at regular meeting 08/03/2000.

Amended by Hillsdale Housing Commission 10/03/2002, Resolution #2003-10

Amended by Hillsdale Housing Commission 01/08/2004, Resolution #2004-10

Amended by Hillsdale Housing Commission 06/02/2005, Resolution #2005-08

Amended by Hillsdale Housing Commission 12/13/2007, Resolution #2008-03