



Brookline Housing Authority

90 Longwood Ave., Ste. 1
Brookline, MA 02446
TEL 617 277 2022
TTD 800 -545-1833 Ext.213

This is an important notice. Please have it translated.
這是個重要通告，請予翻譯。
Это важное уведомление.
Просим перевести его.
Esta es una notificación importante.
Por favor, mande a traducirla.
Sa a se yon avi enpòtan. Tanpri fè tradui l.
これは重要な通知です。
これを翻訳してもらってください。
זוהי הודעה חשובה. אנא תדאגו לתרגומה.
Đây là một thông báo quan trọng.
Vui lòng cho dịch ra.
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Brookline Housing Authority Schedule of Maintenance Charges

There is no charge for replacement or repairs caused by normal wear & tear

Charges for any damage to BHA property caused by a tenant or their guests.
There are also charges for after-hours services and additional keys.

For all maintenance requests, including lock-outs and keys, please contact maintenance dispatcher by:

- Phone
- 617-277-1884 during normal business hours
- 617-277-2022 (answering service) for emergencies after-hours
Email - maintenance@brooklinehousing.org
PHA Web Tenant Portal

Lock out

After normal business hours 4:30 pm till Midnight and Saturdays and Sundays 8:00 am till 12:00am

Table with 2 columns: Time, Charge. Rows include 4:30pm-Midnight, Monday-Friday (\$30.00), 8am-Midnight, Saturdays & Sundays (\$30.00), Midnight -7:59 am, any day (\$50.00), and Holidays (\$50.00).

Keys - Emergency key request has an additional \$30.00 service charge to the charges below.

- Duplicate/Replacement
Rekey/Cylinder Replacement
Autodoor Remote
Fob
Complete Lock/Passage Set replacement

\$2.50 per key & \$5.00 service charge
\$35.00 per cylinder & \$30.00 service charge
\$55.00 & \$30.00 service charge
\$25.00 & \$30.00 service charge
Actual Cost including labor

Doors and Hardware



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Replacement or Repair of Interior Doors

Replacement of Passage Set Doors Actual Cost including labor
\$50.00 per door

Trash Removal/Pet Waste

Per Bag/Occurrence \$50.00

Appliances

Stove Replacement/Repair

Actual Cost including labor & \$30.00 service
charge

Refrigerator Replacement

Garbage Disposal Replacement

Actual Cost including labor
\$150.00

Maintenance will charge a service charge of \$30.00 plus materials costs for the following repairs if **NOT** due to normal wear and tear, including but not limited to:

- kitchen fixtures
- light fixtures
- bathroom fixtures and accessories
- Window shades/blinds/screens
- smoke/co detectors
- heater covers and elements
- electrical outlet/switches
- Secure installation and insulation of window-mounted A/Cs

The tenant will be responsible for all Contractor or Maintenance Department expenses to repair or replace due to non-normal wear, including but not limited to the following:

- Any alterations interior or exterior
- damage to walls/ceilings, floors, cabinets, counters
- damage from water/flood
- mold

- fire/smoke damage
- graffiti
- window
- damage to BHA buildings and grounds including shrubs, trees, walkways, fence, roofs, area lighting, signage, intercoms.