

**BOURNE HOUSING AUTHORITY
DAMAGE CHARGE POLICY**

During the course of an *annual inspection, special inspection* or anytime during tenancy, any damages that are incurred by the tenant will be noted and a list of those damages will be sent to the tenant by a written notice. The tenant will then have thirty (30) days in which to repair, replace or resolve the damages. A re-inspection date will be scheduled and noted in the notice.

Upon re-inspection, if the damages are not repaired, replaced or resolved, the Bourne Housing Authority will repair, replace or resolve the damages and the tenant will be responsible for the cost of labor and materials for any work done in accordance with the *SCHEDULE OF MAINTENANCE CHARGES* in effect at the time the damages are incurred.

The tenant will be sent an invoice for the charges and the tenant will be required to pay the charges within thirty (30) days from receiving the invoice. Failure to pay the damages will be considered a violation of the lease, Section IX (N) and further action will be taken.

During the course of a *move-out* inspection, any damages incurred by the tenant will be noted and a list of those damages and an invoice for the repair and/or replacement will be sent to the tenant by written notice. The damages will be repaired, replaced or resolved by the Bourne Housing Authority and the tenant will be charged for the cost of labor and materials in accordance with the *SCHEDULE OF MAINTENANCE CHARGES* in effect at the time the damages are incurred. Such notice will be sent to the tenant at their last known address or forwarding address if provided by the tenant. The tenant will have thirty (30) days in which to submit the amount owed for the damages. If payment is not received within thirty (30) days, the Bourne Housing Authority will pursue restitution in Small Claims Court.