

Middleborough Housing Authority

Key Replacement Policy

The Middleborough Housing Authority supplies all new lease-ups with one unit key per person. Additional keys supplied are as follows:

- **NEMASKET – One Community Building key (which also accesses Maddigan Way laundry room and rear entrances)**
- **RIVERVIEW – One Community Building key (which also accesses building entrances) and One Mail Box Key per unit**
- **ARCHER COURT - One Mail Box Key**

Key Replacement Fees are as follows. Tenant shall make such payment within thirty (30) days following Tenant’s receipt of a bill from the Housing Authority.

- **ALL UNIT KEYS - Tenant shall pay a \$35.00 charge to replace a unit key**
- **NEMASKET – Tenant shall pay a \$35.00 charge to replace the Community Building or Maddigan Way laundry room key**
- **RIVERVIEW – Tenant shall pay a \$35.00 charge to replace the Community Building key or the Mail Box Key**
- **ARCHER COURT - Tenant shall pay a \$35.00 charge to replace the unit key or the Mail Box Key**
- **ADDITIONAL MAIL BOX KEY CHARGES -**
 - 2nd key replacement – Tenant shall pay a \$50.00 charge**
 - 3rd key replacement – Tenant shall pay a \$75.00 charge**
- **MAIL BOX DAMAGE CHARGE - Tenant shall pay the cost of materials reasonably necessary to repair or replace their unit mail box. The Maintenance Department shall provide an estimate for the cost of materials. Tenant shall also pay the cost of labor at a rate of \$35 per hour.**

Policy Revised: February 19, 2014
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