
HOUSING AUTHORITY OF THE CITY OF SEATTLE

MANUAL OF OPERATIONS

SUBJECT: Security Deposits and Non-refundable Cleaning Fees

SCOPE: These policies shall apply to all Seattle Senior Housing Program units managed by the Seattle Housing Authority, unless specifically noted.

POLICY:

A security deposit and non-refundable cleaning fee shall be required of all residents occupying units in the Seattle Senior Housing Program operated by the Housing Authority. The security deposit shall be used to compensate SHA, when residents vacate, for any delinquent rent, unpaid excess utility charges, unpaid legal charges, unpaid miscellaneous and sundry charges, excessive wear and tear on Authority-owned furnishings or equipment, or damages to property which was in the custody of the resident. The non-refundable cleaning fee portion shall not be refundable, and shall be used to offset the costs of returning units to SHA standards for leasing.

Security deposits shall only be for the purposes indicated above. When a resident vacates, the Authority shall deduct any amounts owing from the initial deposit and credit the remainder to the resident's account. Interest earned on security deposits shall belong to SHA and shall not be distributed to residents.

Non-refundable cleaning fees shall be immediately applied to the resident's account, and shall not be refunded for any reason, unless a resident fails to actually occupy the unit (never moves in), and the unit is vacated within thirty days of leasing without any change in its initial condition.

Deposits shall be charged based upon unit size, but shall be subject to change from time to time. When the Housing Authority believes, based upon previous experience, that damage to a unit or the cost of returning a vacated unit to SHA's occupancy standard may exceed the average costs, an additional deposit may be collected. Those circumstances include, but are not limited to: additional lock and security alarm deposit, waterbed deposit, and pet deposit. The amounts of such deposits shall be available to reimburse SHA for any costs incurred, even if such costs are not related to the reason the additional deposit was collected.

IMPLEMENTING POLICY:

The security deposit rates in Exhibit A shall apply to new residents as well as residents who transfer to another unit.

EXHIBIT A
Revised 10/01/09

	<u>1 BR</u>	<u>2 BR</u>
Security Deposit	\$125	\$175
Ravenna School LLP	\$250	\$350
Non-refundable Fee	\$125	\$175
Ravenna School LLP	N/A	N/A