

**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY**  
**SCHEDULE OF FEES AND CHARGES**

*Effective Date – January 1, 2019*

<b>Charging Department</b>	<b>Activity</b>	<b>Current Rate</b>
All Agency	Reproduction - Agency Employees	\$.10 per copy
	Reproduction - Outside Agency	\$.10 per copy
	Personal Fax Transmissions	\$.10 per incoming page
	Personal Fax Transmissions	\$.75 per outgoing page
Development	Good Faith Deposit/Option Fees	No set deposit; 10% recommended for disposition and development agreements (DDA's); Agency keeps if other party does not perform
	Industrial Development Bond Local Fee (through Bonds for Industry Agreement)	25 basis points at bond closing
	Mortgage Revenue Bond Issuance Fee	Fee of 25 basis points of the total bond issuance amount at bond closing for new issuances and/or re-fundings.
	Multi-Family Loan and Mortgage Revenue Bond Application /fee	\$5,000 for loan and 12,500 Mortgage Revenue Bonds
Finance	Returned Checks	\$15 per check
	Taxpayer Identification Number (TIN)	\$100 per incorrect TIN resulting in payment of penalty to IRS.
Housing Choice Voucher (HCV)	Admin fee charges for tax levies imposed on Owners/Vendors' payments	\$20 per \$1000 of each levy. Levies with amount less than \$1000 will be charged an admin fee of \$20.
Housing Authority Maintenance	Maintenance Fees and Charges Schedule	Fixed charges for specific items and/or material and labor costs in accordance with Maintenance Fees and Charges Schedule.
Housing Authority Management	Security Deposits	Greater of \$250 or one month's rent per unit.
	Pet Security Deposit – Dogs and Cats	Medically Certified Companion /Service Animal: No Charge. Elderly/Disabled and all other families \$250 per pet.
	Missed PHA Contractor Trip Charge	All Contractor and/or Vendor actual trip charge for missed appointments that were scheduled.

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Housing Management, Cont'd.	Legal Fees	All costs associated with lease enforcement or eviction will be determined by actual cost to the agency. Fees will be determined by the contract and the court.
	Folding Clothes Line	\$30.00
	Smoke/CO Detector - Tampering	\$50.00
	Late Fees	\$20.00
Legal	Assignments of OPAs or DDAs after adoption. Legal review of subordination agreement following project completion.	\$1,000 minimum legal service fee and \$200 per hour exceeding 15 hours.
	Amendments or Modifications to OPAs or DDAs after adoption	\$1,500 minimum legal service fee, \$200 per hour exceeding 20 hours.
	Coordination of NEPA review for HUD grants to nonprofits	\$1200 minimum environmental coordination fee and all third party costs associated with the review
	Authorized legal review and work for other agencies.	\$165 per hour.
Homeownership Services	Plan Deposits	\$35 each - refundable within 10 days after bid date
	Termite, Appraisal and Title	Actual Cost of Vendor
	Loan Fee – Rehab	1 1/4 % of loan amount for owner occupied.
	Loan Set-up Fee – Amortized Loan Set-up Fee – Deferred	\$25- plus \$75 for tax monitoring
	Mortgage Credit Certificate Lender Participation Fee	\$350 Initial Application Fee
	Mortgage Credit Certificate Program Application Fee	\$350 non-refundable
	Reissued MCC Application Fee	\$300
	Mortgage Credit Certificate Extension	\$50 for 30 days
	Lender Participation Fee Renewal	\$300
Portfolio Management	Subordination processing fee – single family	\$300
	Subordinate processing fee – multifamily	\$500
	Subordination Redraw Fee	\$100
	Demand statement preparation fee	\$35
	Demand statement fax fee (if required)	\$20
	Demand update fee (if required)	\$20
	Reconveyance fee	\$45

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Portfolio Management, Cont'd.	Recording fee	Per County Recorder fee schedule
	Compliance Monitoring – Non Financed Projects	\$900 initial fee + \$28.00 per inspected unit/year.
Portfolio Management – Multifamily Regulatory Agreement Compliance Violations	Regulatory Agreement Monitoring Fees – County Affordable Housing Ordinance – Multifamily Units	Multifamily Affordable Units x Average Public Subsidy/Unit x .15% x 55 years x discount rate (Project specific amount is reflected in the regulatory agreement)
	Regulatory Agreement Monitoring Fees – County Affordable Housing Ordinance – Single family Units	Single Family Affordable Units x Appreciation Differential/Unit x .5% x 30 years x discount rate (project specific amount is reflected in the regulatory agreement)
	Assignment/Assumption Processing Fee - Multifamily	\$750 plus recording fees and appraisal charges
	Loan Payment Late Fee	5% of monthly payment if payment not made within 15 days after payment due date
	Annual Multi-Family Administration Fee	Fee of 15 basis points of the original bond amount for the longer of the life of the bonds or bond regulatory agreement, paid in advance, semi-annually.
	Annual Multi-Family Loan Administration Fee	Fee of 15 basis points of the original loan amount for the longer of the life of the loan or loan regulatory agreement, paid in advance, semi-annually.
	Tenants over income at initial move in	Initial \$500 per unit, and again every 90 days until violation is resolved.
	Incorrect eligibility documentation	Initial \$50 per file for incorrect calculations, verifications, required documents; \$50 per month until corrected
	Failure to complete annual recertifications	Initial \$250 for each incomplete file; \$50 per month until corrected.
	Failure to maintain tenant eligibility records	Initial \$500 per unit, and again every 90 days until violation is resolved.
	Incorrect Rents	\$100 for each over-charged unit.

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Portfolio Management– Multifamily Regulatory Agreement Compliance Violations Cont'd.	Failure to submit complete and correct monthly bond report by due date	Initial \$100 per report. \$100 per day until violation resolved.
	Failure to comply with approved Management Plan	Initial \$100 per report. \$100 per day until violation resolved.
	Failure to submit complete and accurate quarterly Resident Services report by due date	Initial \$100 per report. \$100 per day until violation resolved.
	Failure to provide a resident service required by Resident Services Plan	Initial \$250 per service. \$100 per day until violation resolved.
	Noncompliant lease	\$100 per noncompliant lease.
	Verifiable existence of toxic mold	Initial \$200 per unit. 30 days to obtain certification unit is mold free. \$75 per day after 30 days.
	Broken pipes and plumbing facilities	\$200 per unit.
	Non-working smoke detectors	\$200 per unit.
	Windows with large cracks or missing glass	\$200 per unit.
	Infestation of roaches or vermin	\$200 per infested unit.
	Non-working heating unit (Winter) or air conditioning unit (Summer)	\$500 per non-working unit.
	Excessive amount of urine/feces	\$200 per unit.
	Excessive amount of trash/garbage in unit	\$75 per unit.
	Hazardous exterior conditions	\$500 per hazardous condition.
	Large holes walls/ceiling	\$100 per unit.
	Non-Operable Security Gate	\$500 per non-working gate.
	No Security Cameras (if required)	\$250 per discovery. \$75 reinspection fee.
	Non-working Security Cameras	\$100 per camera per discovery. \$75 reinspection fee.
	Non-working or non-accessible amenities/services	\$100 per item per discovery. \$75 reinspection fee.

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Agency Clerk	Agenda Packets (hard copy) - Outside Agency	\$600 per year
	Tape Cassette, CD Reproduction or USB flash drive	\$8
Facility Use	Non-resident group area of Community Room	Security Deposit \$50 (refundable cleaning deposit) Basic charge - \$5 per hour
	Commission Room (801 12 <sup>th</sup> Street) and Riverview Plaza Meeting Room Rental	Security Deposit \$50 First Hour \$40 Each Additional Hour \$30