

Sacramento Housing and Redevelopment Agency
Agency Schedule of Fees and Charges
Effective Date: January 1, 2021

Charging Department	Activity	Current Rate
All Agency	Reproduction - Agency Employees	\$.10 per copy
	Hard Copy Reproduction - Outside Agency	\$.10 per copy
	Public Record Request - Scanned Documents	\$.10 per page scanned in excess of 300 pages
	Public Record Request - Agency Documents Sent to Outside Scanning Service	Actual Cost
	Public Records Request - Postage	Actual Cost
	Tape Cassette, CD Reproduction, DVD or USB Flash Drive	\$8.00 plus any applicable postage costs
	Personal Fax Transmissions	\$.10 per incoming page
	Personal Fax Transmissions	\$.75 per outgoing page
Development	Good Faith Deposit/Option Fees	No set deposit; 10% recommend for disposition and development agreements (DDA's);
	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 Full Application Fee	\$ 12,500
Finance	Returned Checks	\$15.00 per check
	Taxpayer Identification Number (TIN)	\$100.00 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	\$20.00 per \$ 1,000 of each levy. Levies with amount less than \$ 1,000 will be charged an admin. fee of \$20.
Housing Authority Maintenance	Maintenance Fees and Charges Schedule	See Maintenance Fees and Charges Schedule for Maintenance Charges

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Housing Authority Management	Folding Clothes Line	\$ 30.00
	Late Fees	\$20.00 per occurrence
	Legal Fees	All costs associated with lease enforcement or eviction will be determined by actual cost to the
	Missed PHA Contractor Trip Charge	All Contractor and/or Vendor actual trip charges for missed appointments that were scheduled.
	Pet Security Deposit - Dogs and	Medically Certified
	Security Deposits	Greater of \$250 or one month's rent
	Smoke/CO Detector - Tampering	\$ 50.00
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	\$1,200 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	Mortgage Credit Certificate (MCC) Program Application Fee	\$350 Non-refundable
	Mortgage Credit Certificate Lender Participation Fee	\$ 350 Initial Application Fee
	Reissued MCC Application Fee	\$ 300.00
	Mortgage Credit Certificate Extension	\$50.00 for 30 days
	Lender Participation Fee Renewal	\$ 300.00
	Demand Statement Preparation Fee	\$ 35.00
	Demand Update Fee (if required)	\$ 20.00
	Reconveyance Fee	\$ 45.00
	Recording Fee	Per County Recorder Fee Schedule

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Portfolio Management-Multifamily Regulatory Agreement Compliance	Regulatory Agreement Monitoring Fees, included, but not limited to County Affordable Housing Ordinance & City Mixed Income Housing Ordinance - Multifamily	Multifamily Affordable Units x Average Public Subsidy/Unit x .125% x number of years x discount rate.
	Regulatory Agreement Monitoring Fees, included, but not limited to County Affordable Housing Ordinance & City Mixed Income Housing Ordinance - Single Family Units	Single family Affordable Units x Appreciation Differential/Unit x .15% x number of restricted year x discount rate.
	Regulatory Agreement Monitoring Fees - City Zero Development Impact Fee and City and County Density Bonus	\$2,500 fee; PLUS: \$2,207 per unit for 30-year term, \$2,242 per unit for 55-year term (will be updated with annual Average Subsidy/Unit Data)
	Assignment/Assumption Processing Fee - Multifamily	\$ 750 plus recording fees and appraisal charges
	Loan Payment Late Fee - Multifamily	5% of monthly payment if payment not made within 15 days after payment due date
	Annual Multi-Family Mortgage Revenue Bond Administration Fee	Fee of 12.5 basis points of the original bond amount + \$100 per SHRA-funded unit for projects with SHRA loans for the longer of the life of the bonds or bond regulatory agreement, paid in advance, semi-annually. Maximum fee of \$25,000 per year.
	Annual Multi-Family Loan Administration Fee	Fee of 12.5 basis points of the original loan amount + \$100 per SHRA-funded unit for the longer of the life of the loan or loan regulatory agreement, paid in advance, semi-annually. Maximum fee of \$15,000 per year.
	Subordination Processing Fee - Single Family	\$ 300.00

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Portfolio Management-Multifamily Regulatory Agreement Compliance (cont'd)	Subordination Redraw Fee - Single Family	\$ 100.00
	Subordinate Processing Fee - Multifamily	\$500
	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
	Failure to complete Annual Recertification	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.
	Failure to submit complete and correct monthly Bond Report by due date.	Initial \$100 per report. \$ 100 per day until violation is resolved.
	Failure to comply with approved Management Plan	Initial \$100 per report. \$100 per day until violation is resolved.
	Failure to submit complete and accurate quarterly Resident Services report by due date	Initial \$100 per report. \$100 per day until violation is resolved.
	Failure to provide a resident service required by Resident Services Plan	Initial \$250 per service. \$100 per day until violation is 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.	

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Portfolio Management-Multifamily Regulatory Agreement Compliance (cont'd)	Window with large cracks or missing glass	\$200 per unit.
	Infestation of roaches or vermin	\$200 per infested unit.
	Non-working heating unit (Winter) OR Non-working air conditioning unit (Summer)	\$500 per non-working unit.
	Excessive amount of urine/feces	\$200 per unit.
	Excessive amount of trash/garbage	\$75 per unit.
	Hazardous exterior conditions	\$500 per hazardous condition.
	Large holes in walls/ceilings	\$100 per unit.
	Non-operation 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 on non-accessible amenities/services	\$100 per item per discovery. \$75 reinspection fee.
	Agency Clerk	Agenda Packets (hard copy Outside Agency)
Facility Use	Non-resident group area of Community Room	Security Deposit \$50.00 (refundable Cleaning Deposit) Basic Charge - \$5.00 per hour
	Commission Room (801 12th Street) and Riverview Plaza Meeting Room Rental	Security Deposit \$50.00 First Hour \$40.00 Each Additional Hour \$30.00