2026 Agency Schedule of Fees and Charges

Charging Department	*Activity*	*Current Rate*
All Agency	Reproduction - Agency Employees	$ .10 per side
	Hard Copy Reproduction - Outside Agency	$ .10 per side
	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	$25.00 per check
	Taxpayer Identification Number (TIN)	$280 per incorrect TIN resulting inpayment 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 Choice Voucher (HCV)	Expedited property lease up - Third Parties	Current Overtime Rates
Housing Authority Maintenance	Maintenance Fees and Charges Schedule	***See Maintenance Schedule for Fees and Charges Schedule***
Housing	Folding Clothesline	$ 30.00
Housing Authority Management	Late Fees	$20.00 per occurrence
	Legal Fees	All costs associated with lease enforcement or eviction will be determined by actual cost
	Missed PHA Contractor Trip Charge	All Contractor and/or Vendor actual trip charges for missed appointments that were scheduled.
Charging Department	*Activity*	*Current Rate*
Housing Authority Management	Pet Security Deposit	$250 per pet
	Security Deposits	Greater of $250- or one-month's rent
	Smoke/CO Detector - Tampering	$ 50.00
Legal	Assignments of loans, OPAs or DDAs after adoption. Legal review of subordination agreement following project completion.	$3500 minimum legal service fee, and $375 per hour exceeding 10 hours.
	Amendments or Modifications to loans, OPAs or DDAs after adoption.	$ 3000 minimum legal service fee, and $ 375 per hour exceeding 7 hours.
	Coordination of environmental review for recipients of HUD and State grants, and Agencyloans	$ 2500 minimum environmental coordination fee plus minimum deposit to cover third-party costsassociated with review, and $250 per hour exceeding 8 hours. $2,000 deposit for Exemption $5,000-15,000 deposit for Categorical or Statutory Exclusion $35,000 deposit for Environmental Assessment/Initial Study Mitigation measure monitoring fees and higher levels of review determined on a case-by-case basis

		If third-party costs exceed the deposited amount, the recipient will be billed for reimbursement of the difference.
	Authorized legal review and work for other agencies.	$ 375per hour.
Homeownership Services	Mortgage Credit Certificate (MCC)Program Application Fee	$350 Non-refundable
	Mortgage Credit Certificate Lender Participation Fee	$ 350 Initial Application Fee
Charging Department	***Activity***	***Current Rate***
Homeownership Services	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
	Recording Fee	Per County Recorder Fee Schedule
Portfolio Management Multifamily Regulatory Agreement Compliance	Regulatory Agreement Monitoring Fees, included, but not limited to County Affordable Housing Ordinance, City Mixed Income Housing Ordinance, City and County Density Bonus - Multifamily Units	$2,500 set up fee 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	$5,000 set up fee Single family Affordable Units x Appreciation Differential/Unit x .15% x number of restricted years x discount rate.
	Regulatory Agreement Monitoring Fees, included but not limited to Density Bonus Units - Single Family	$5,000 set up fee and $3,000 per unit monitoring fee
	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
Charging Department	***Activity***	***Current Rate***
Portfolio Management Multifamily Regulatory Agreement Compliance	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 Redraw Fee - Single Family	$ 100.00
	Subordinate Processing Fee - Multifamily	$500
	Subordination Processing Fee - Single Family	$ 300.00
Portfolio Management-Regulatory	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 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. Additional $100 per unit per month the project remains out of compliance.

	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 submit annual required audit documentation.	Initial $100 per audit $100 per month until corrected.
	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.
Charging Department	***Activity***	***Current Rate***
Portfolio Management-Regulatory	Failure to provide a resident service required by Resident Services Plan	Initial $250 per service. $100 per day until violation is resolved.
	Failure to employ an SHRA Approved Management Company	Initial $100 Additional $100 per week until resolved.
	Failure to employ an SHRA approved Resident Service Provider	Initial $250 Additional $100 per week until resolved.
	Noncompliant lease.	$100 per noncompliant lease.
	Failure to provide residents proper notice of unit inspections.	Initial $200 $75 reinspection fee
	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. Additional $75 per day until corrected.
	Non-working smoke detectors	$200 per unit Additional $75 per day until corrected.
Charging Department	***Activity***	***Current Rate***
Portfolio Management Multifamily Regulatory Agreement	Window with large cracks or missing glass	$200 per unit. Additional $75 per day until corrected.
	Infestation of roaches or vermin	$200 per infested unit. Additional $75 per day until corrected.
	Non-working heating unit (Winter) OR Non-working air conditioning unit	$500 per non-working unit. Additional $75 per day until corrected. $75 reinspection fee.
	Excessive amount of urine/feces	$200 per unit. Additional $75 per day until corrected.
	Excessive amount of trash/garbage	$75 per unit. Additional $75 per day until corrected.
	Hazardous exterior conditions	$500 per hazardous condition. Additional $75 per day until corrected. $75 reinspection fee.

	Large holes in walls/ceilings	$100 per unit. Additional $75 per day until corrected.
	Non-operation Security Gate	$500 per non-working gate. Additional $75 per day until corrected. $75 reinspection fee.
	No Security Cameras (if required)	$250 per discovery. Additional $75 per day until corrected. $75 reinspection fee.
	Non-working Security Cameras	$100 per camera per discovery. Additional $75 per day until corrected. $75 reinspection fee.
	Non-working on non-accessible amenities/services	$100 per item per discovery. Additional $75 per day until corrected. $75 reinspection fee.
Agency Clerk	Agenda Packets (hard copy Outside Agency	$600 per year
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