



U.S. Department of Housing and Urban Development

Phoenix Field Office
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September 26, 2007

TO: Multifamily Owners and Agents
Within the Jurisdiction of the Phoenix Multifamily Program Center Only

FROM: Sally G. Thomas, Director, Phoenix Multifamily Program Center

SUBJECT: Management and Bookkeeping Fees Schedule Effective October 1, 2007

The Phoenix Multifamily Program Center has completed an analysis of the currently allowed Management Fees in compliance with the requirements of the Management Agent Handbook (HUD Handbook 4381.5, REV 2.). Our analysis of current management fees approved did not demonstrate justification to increase the Fee Range approved September 28, 2005.

The following represents the current fee schedule for subsidized properties.

MANAGEMENT FEE(S)

Maximum Basic Rate * **Per Unit Per Month** **\$40.00 PUPM**

ADDITIONAL SPECIAL ADD ON FEES

Predominantly Special Clientele **4.00**

Properties undergoing HUD-approved major repairs
Not resulting from poor management of the property **5.00**

Adverse neighborhood conditions **5.00**

Small project allowance
(30 or fewer units in a project) **4.00**

Scattered sites **3.00**

NOTE: Depending on the circumstances, additional fees may be approved for a specified period of time. All additional fees must be justified and documented.

BOOKKEEPING FEES

Documentation is required to support centralized bookkeeping/accounting services. The documentation should demonstrate that fees are at least comparable in cost, if not more cost efficient than those provided by outside vendors.

Notwithstanding the number of the above add-on fees which may apply, the Maximum Cap may not exceed \$50.00 unless specifically authorized, in writing, by this office.

This fee schedule applies only to the Phoenix Multifamily Program Center. If you have any questions, please contact your project Manager.