



U. S. Department of Housing and Urban Development
Jacksonville Field Office
Charles Bennett Federal Building
400 West Bay Street
Suite 1015
Jacksonville, Florida 32202-4439

April 1, 2014

MEMORANDUM FOR: Owners and Management Agents
HUD-Insured and HUD-Assisted Properties
State of Florida

FROM: *for* *Shawnee McKeight*
Ruben J. Brooks, Acting Director, Jacksonville Multifamily HUB

SUBJECT: Florida 2014 Management Fees Survey

In accordance with the provisions of HUD Handbook 4381.5, REV-2, The Management Agent Handbook, management fee ranges are to be reviewed and established every two years. Management fee data was collected and reviewed for HUD Insured properties where the owner/agents have incentives to control management costs. Based on our review, the acceptable maximum fee yields are changed and are effective May 1, 2014.

The acceptable management fee yields for HUD-Insured and HUD-Assisted properties in Florida are as follows:

Residential Fee Yields – Per Unit Per Month (PUPM)

Project No. of Units	Maximum Fee PUPM	Mean Fee PUPM
0-59	\$50	\$42
60-124	\$48	\$40
125-200	\$40	\$33
201 and over	\$44	\$37

Miscellaneous Fee Percentage

The miscellaneous fee percentage must not exceed the residential income fee percentage.

Commercial Fee Yields

The commercial fee proposed for the project must not exceed the yields generated by projects in the area with comparable types of projects.

Add-on Fee Yields

An add-on fee reflects the amount of to cover a higher level of management service for projects with specific characteristics or recognized long-term conditions. The acceptable add-on fee categories are acceptable:

HUD's mission is to create strong, sustainable, inclusive communities and quality, affordable homes for all.

Subsidy Mix – Per Unit Per Month (PUPM) \$2.75

Eligible projects are those that have more than one type of subsidy with at least twenty (20) percent of the units available to low-income families, including elderly which require more administrative oversight, monitoring and processing requirements. The projects must be financed under one of the following:

National Housing Act - Section 236, 221 (d)(3), 221 (d)(4), 223 (f), 202, 231/8; or
Tax-exempt Bond Financing Programs.

Additionally, projects that have been awarded Low-Income Housing Tax Credits (LIHTC) under Section 42 of the Internal Revenue Code are eligible.

Location – Per Unit Per Month (PUPM) \$3.75

Eligible projects are those located in remote areas, on scattered sites or in neighborhoods with adverse conditions such as high crime, drug trafficking or usage or in inner cities.

Cooperative Ownership – Per Unit Per Month (PUPM) \$2.75

Eligible projects are those which require management agent's to have additional legal and organizational responsibilities and knowledge pertaining to project's owned by cooperatives.

High Density Projects – Per Unit Per Month (PUPM) \$2.75

Eligible projects are those that have a high percentage of three (3) or more bedroom unit sizes which increases the population density. Projects must meet the definition of high-density which is a site with an average of not less than 2.5 bedrooms per unit.