



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Southwest Multifamily Region

*Serving Arkansas, Iowa, Kansas, Louisiana, Missouri, Nebraska,
New Mexico, Oklahoma, and Texas*

Multifamily Customer Service Telephone Line 1-800-568-2893

www.hud.gov

January 1, 2022

SUBJECT: Management Fee Schedule for Owners and Agents

Dear Owners and Agents:

The Multifamily Southwest Region, in accordance with the Management Agent Handbook, 4381.5, Chapter 3, is providing an updated fee schedule for properties within its jurisdiction. The new fee schedule is effective as of the date of this notice, January 1, 2022.

MANAGEMENT FEE:

Basic Rate – Per Unit Per Month (PUPM) \$45.00

ADD-ON FEE(S):

Per Unit Per Month (PUPM)

A maximum of \$20 PUPM for any eligible combination of fees:

Adverse Neighborhood Conditions (<i>See Handbook 4381.5, Chapter 3</i>)	\$5.00
Remote Location Projects	\$3.00
Scattered Site Projects (3 or more scattered sites)	\$2.00
Homeless Preference	\$2.00
1 to 15 Units in Property	\$10.00
16 to 30 Units in Property	\$8.00
High Density Family Properties (as defined in 4381.5, Figure 3-4)	\$3.00
Cooperative Projects	\$5.00
Section 202 and Disabled 811s with Predominately Special Clientele	\$3.00
Mixed Subsidy Projects (<i>Properties operating with multiple subsidy types, i.e., Project-based Section 8 with LIHTC; Section 236, 221(d)(3) BMIR, 202/811 & Section 231</i>)	\$3.00
Better Buildings Challenge*	Up to \$4.00

Computer and Bookkeeping Fees: Computer and Bookkeeping Fees are treated as a project expense. The expense, however, must not exceed the actual cost the project would incur if a bookkeeper were on site. See HUD Handbook 4381.5, Chapter 3 for more information.

Special Fees: Special Fees may be allowed for a limited time, in accordance with HUD Handbook 4381.5, Paragraph 3.6. HUD’s prior written approval is required, without exception.

*Fort Worth Regional Office
307 W. 7th St. Suite 1000
Fort Worth, Texas 76102*

*Kansas City Satellite Office
400 State Avenue, Suite 300
Kansas City, Kansas 66101*

***Better Buildings Challenge:** Eligible expenses incurred by BBC property Owners/Agents in support of achieving BBC goals for reducing energy and water consumption. \$1/PUPM for each of the following the Owner/Agent is implementing at a property: Operations and Maintenance, Tenant Engagement, Data Collection and Benchmarking. BBC-eligible Add-On fees may not exceed \$5,000/year and are only available for the shorter of 10 years or the end of the BBC period for the sponsor's portfolio. For more specific guidance: <https://portal.hud.gov/hudoortal/documents/huddoc?id=BBC>

If there are questions regarding this letter, please contact the HUD Account Executive assigned to your specific property. Please send all requests to MFSouthwest@hud.gov.

Account Executive Assignments and Property Lists are located at the following Weblinks:

- Arkansas, Louisiana, New Mexico, Texas:
<https://www.hud.gov/states/shared/working/southwest/mf/aevi>
- Iowa, Kansas, Missouri, Nebraska, Oklahoma:
<https://www.hud.gov/states/shared/working/southwest/mf/aevii>

Sincerely,

Christie Newhouse
Regional Director, Southwest Region