



Multifamily Housing Development Office of Asset Management

Project Changes Fee Schedule

Beginning March 1, 2022, the Ohio Housing Finance Agency’s (OHFA) Office of Asset Management will assess fees to process change requests to existing projects. These fees have been identified in the Qualified Allocation Plan since 2018, and a chart of the fees is below.

| Change Request | Fee | Fee Code |
|-----------------------------------|---------|----------|
| Management Company Change | \$500 | 900 |
| GP/LP Change (after PIS) | \$500 | 901 |
| Late Project Change Notification | \$1,000 | 902 |
| Restrictive Covenant Modification | \$750 | 903 |
| Restrictive Covenant Release | \$5,000 | 904 |
| Qualified Contract | \$1,500 | 905 |
| Subordination Request | \$100 | 906 |
| HDAP Recipient Change | \$1,500 | 907 |

OHFA requires project owners submit a change request, including all required documentation, at least 30-days in advance of the effective date for the proposed change(s). Any request that does not meet this requirement is subject to a Late Fee (Late Project Change Notification).

Once a request has been received, the Office of Asset Management will provide an invoice to the project owner along with instructions on how to remit payment using the Automated Clearing House (ACH). While OHFA will begin its review of the change request, formal approval will not be issued and legal documents will not be drafted until the processing fee has been received.

For more information on OHFA’s Policy relating to the Automated Clearing House, please visit our website at: <https://ohiohome.org/ppd/resources.aspx>

- Under Standard Forms & Guidelines, select the link for Standard Policies and Guidelines

The goal of the Housing Tax Credit Lease Purchase Project is to provide homeownership opportunities to Low- to Moderate-Income (LMI) Households, and so the Office of Asset Management will not assess fees for partial releases on Lease Purchase Properties if units are sold to a resident or an LMI Household.