



HOUSING & COMMUNITY SERVICES  
**MEMORANDUM**

Date: JUNE 15, 2026  
To: HOUSING AUTHORITY COMMISSIONERS  
From: JENNIFER MENDOZA, HOUSING & COMMUNITY SERVICES TECHNICIAN  
Subject: ANNUAL ADJUSTMENT TO THE HOUSING AUTHORITY FEE SCHEDULE

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Attached is the Housing Authority of the City of Santa Rosa Fee Schedule effective July 1, 2026. The schedule includes fees related to the administration of the following activities – Single Family Residence, Project Management Services, Compliance, and Density Bonus Program/ Housing Allocation Plan Contract. The fees are authorized via Housing Authority Resolution No. 1544 and City Council Resolution No. 24029; updated annually under the purview of the Executive Director pursuant to Housing Authority Resolution No. 1770; and provided to the Housing Authority for informational purposes.

Attachment: Housing Authority Processing Fees & Charges as of July 1, 2026

## HOUSING AUTHORITY of the CITY OF SANTA ROSA FEES EFFECTIVE July 1, 2026\*

<b>Single Family Residence</b> (includes condominium or mobilehome)	Subordination	\$ 149
	Reconveyance/Release (Max per California Civil Code § 2941 & 2943)	\$ 45
	Loan Payoff Demand	\$ 149
<b>Project Management Services</b>	Loan application to Housing Authority Board	\$ 2,269
	Other request for Housing Authority Board approval (any matter that requires staff to seek Housing Authority Board approval, except where Housing Authority Board approval is included in another fee for service in this fee schedule)	\$ 2,269
	Loan/Contract document processing (fee amount may be included as project cost to be paid at closing or as reimbursable cost)	\$ 8,319
	Housing Authority conduit State or Federal loan or grant application submitted on behalf of a developer (such as RDLP, BEGIN)	\$ 8,319
	Request for change of property management	\$ 3,328
	Request for change of project ownership (including withdrawal and replacement of Limited Partner)	\$ 3,328
	Request for change of ownership with loan revision (such as resyndication; includes request for Housing Authority Board approval and loan document processing - fee may be included as project cost payable at closing or as reimbursable cost)	\$ 15,127
	Request for loan payoff demand & deed of trust reconveyance	\$ 379
	Request for Housing Authority consent within the authority of the Executive Director (such as subordinations, option extensions, easements, non-disturbance agreements - if Housing Authority Board approval is required, a separate fee for that service will apply)	\$ 3,028
	Request for further advance or loan modification (includes request for Housing Authority Board approval and loan document processing - fee may be included as project cost payable at closing or as reimbursable cost)	\$ 6,428
<b>Compliance</b>	Application or annual renewal for temporary rental of owner-occupancy restricted unit	\$ 755
	Request for amendment or revision to existing Regulatory Agreement within approval authority of Executive Director; if Housing Authority Board approval is required, a separate fee for that service will apply)	\$ 907
	Monitoring fee for Housing Authority subsidized projects (per unit; not applicable for Bond projects where the City is the issuer). The fee applies to any projects approved after the effective date	\$ 39
<b>Density Bonus Program / Housing Allocation Plan Contract</b>	Compliance Monitoring Per Unit Fee - adjusted annually based on the CPI 12 Months Percent Change for the Year Ending April 30th for the San Francisco-Oakland-Hayward Metropolitan Statistical Area.	\$ 170 Multifamily
	Compliance Monitoring Per Unit Fee - adjusted annually based on the CPI 12 Months Percent Change for the Year Ending April 30th for the San Francisco-Oakland-Hayward Metropolitan Statistical Area.	\$ 86 Senior

\*Fee schedule authorized by Housing Authority Resolution #1544 on June 11, 2012; fee schedule effective 10/1/2012.

- 1) Fees will increase 3% annually effective July 1 as per Housing Authority Resolution #1645.
- 2) Fees will not be charged if prohibited by funding source.
- 3) Unless otherwise expressly stated in this fee schedule, fee is due with submission of request.
- 4) Density Bonus and Housing Allocation increases annually by the CPI Percent Change as per City Council Resolution #24029.
- 5) The Housing Authority of the City of Santa Rosa approved the delegation of approval Authority to the Executive Director on certain requests, in order to achieve administrative cost savings as per Resolution #1770.