

ATTACHMENT H
MANAGEMENT FEE CALCULATION WORKSHEET
(For Agreements with Small LHA Owners with 1-199 units)

Use this worksheet to calculate the Maximum Management Fee and Executive Director Salary from Fee.

Owner LHA: _____
Management Agent: _____

Step 1. Calculate the Maximum Management Fee

Enter Owner's LHA Calculated Salary Maximum: = (a)

Multiply (a) by 1.25 = (b)

Enter (b) = **1**
This is the Maximum Management Fee (annual).

Step 2. Enter the Negotiated Management Fee

Enter the negotiated Management Fee (annual) = **2**
This amount can be less than, but must not exceed (1) above.

Step 3. Calculate the Maximum Executive Director Salary from Fee

Enter Percent based on Size of Management Agent = (a)
If Management Agent has 1 - 199 Units, enter 40%
If Management Agent has 200 - 499 Units, enter 30%
If Management Agent has 500 - 999 Units, enter 20%

Enter (2) from above = (b)

Multiply (a) and (b) = **3**
This is the Maximum Executive Director Salary from Fee (annual).

Step 4. Enter the Board-Approved Executive Director Salary from Fee

Board-Approved Executive Director salary from Fee = **4**
This amount can be less than, but must not exceed (3) above.