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:  

Multiply (a) by 1.25  

Enter (b)  

*This is the Maximum Management Fee (annual).*

**Step 2. Enter the Negotiated Management Fee**

Enter the negotiated Management Fee (annual)  

*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  

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  

Multiply (a) and (b)  

*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  

*This amount can be less than, but must not exceed (3) above.*