



STATE OF MICHIGAN

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
LANSING

GRETCHEN WHITMER  
GOVERNOR

AMY HOVEY  
EXECUTIVE DIRECTOR

Date: **June 26, 2024**

To: Management Agents

From: Matt Bergeon,  
Director, Asset Management Division

Re: **2025 Fees, Utilities and Rent Schedule Policy and Template**

## 2025 Maximum Fees

The maximum fees for the 2025 calendar year have increased based on the 12-month Consumer Price Index. The new fees are:

- Management Fee \$ **651** per unit per year
- Premium Management Fee \$ **100** per unit per year

## Utility and Rent Schedule Policy

Attached you will find the latest version of the Utility and Rent Schedule Policy. The Utility Sampling and Rent Schedule policies have been merged into one policy. The following processing changes have been added to the policy:

- Utility Engineering Study submission requirements have been added, if applicable.
- Sampling Note – Use the same calculation method (sampling vs. PHA allowance, etc.) for electric and gas for each unit type.
- Rent Schedule Special Unit field – Added codes for local PHA vouchers and VASH units.

## Revised Utility and Rent Schedule Template

Attached you will find the revised Utility Rent Schedule Template. The template includes tabs for utility sampling and certification, rent schedule compilation, and a standardized form for loss to lease completion. The following changes have occurred to the template:

- The rent schedule tab now includes pre-loaded rent schedule data.
- The Loss to Lease calculation tab has been merged into the Loss to Lease Tab, so there are no longer two separate tabs for loss to lease.

## Budget Training

Please join us on July 23 at Soaring Eagle Casino in Mt. Pleasant to learn more about the budget processing and MSHDA budget submission requirements. Register to attend [here](#).

## Contact Information

Utility Rent Schedule Templates – Paul Bursley at [BursleyP@michigan.gov](mailto:BursleyP@michigan.gov) or  
Nikki Smith at [SmithN35@Michigan.gov](mailto:SmithN35@Michigan.gov)  
Utility and Rent Schedule policy – the development's assigned Asset Manager

## Attachments

- 450 – Attachment 2 – Annual Fees
- 450 – Attachment 3 – Identity of Interest Rule
- 451 – Utility and Rent Schedule Policy
- 451A – Utility Rent Schedule Template
  - 451B – Summary Tab
  - 451C – Owners Utility Allowance Certification
  - 451D – Utility Allowance Calculation Worksheets
  - 451E – Utility Allowance Change Notice
  - 451F – Authorization to Release Information
  - 453A – Rent Schedule
  - 453B – Loss to Lease Worksheet