



Beginning September 1, 2025, 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.

Project Changes	Fee	Code
GP/LP Change (after PIS)	\$ 500	901
HDAP Recipient Change	\$ 250	907
Late Project Change Notification	\$ 1,000	902
Loan Modification	\$ 750	908
Management Company Change	\$ 500	900
Miscellaneous Requests (Employee Unit, etc.)	\$ 250	909
Qualified Contract	\$ 1,500	905
Restrictive Covenant Modification	\$ 750	903
Restrictive Covenant Release	\$ 5,000	904
Subordination / Assignment Request	\$ 100	906

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). The maximum invoice fee per project is \$1,500 excluding a late fee or restrictive covenant release. Invoices are due within 30 days of being issued.

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.