

San Pasqual Band of Mission Indians
San Pasqual Housing & Community Development
Private Home Ownership Program Policies and Procedures Manual

Administration Fee Policy

I. Purpose

- A. The San Pasqual Band of Mission Indians Housing and Community Development Department (SPH&CD) may charge an administration fee for housing services rendered to tribal members of the San Pasqual Band of Mission Indians.
- B. The administrative fee charged will depend on the housing service provided. [See Administration Fee Quote Attachment]
- C. Administrative fees will be evaluated and updated annually by the Executive Director of the SPH&CD. The Executive Director will review the administrative fees with the Housing Committee and take into consideration any recommendations by the Committee.
- D. The administrative fees can only increase yearly based on the standard cost of living increase to ensure the administrative fees remain reasonable.

II. Housing Services

- A. The following housing services will have an administration fee:
 - 1. Monthly Administrative Fee for the life of the Contract of Sales Agreement
 - 2. Lease to Own assistance
 - 3. Contract of Sales Agreement assistance
 - 4. Utility assistance