

HFC Service Fee Submission Instructions

HFC Users must remit service fee to the Department by June 1 annually. The process to submit is provided below.

1. To Determine the Fee Amount

Per §10.1204(2) the required annual service fee is the greater of:

- \$35 per Restricted Unit of the required audit sample; or
- \$500

*Example: If the required audit sample for the development is 20 Restricted Units.
20 (units) × \$35 = \$700 → Submit \$700 as the annual service fee.*

2. Prepare the Payment

Must be check or money order.

Payable to: Texas Department of Housing and Community Affairs

Memo Line: HFC – Property Full Address

Example: HFC – 123 Sesame Street, Austin, TX 78701

3. Complete the HFC Annual Service Fee Form

Ensure all fields are completed and fee amount listed on the form matches payment.

4. Assemble the Submission Package

Include in one package (do not staple):

- Check or money order
- Completed HFC Annual Service Fee Form

5. Submit Payment and Form:

Submissions must be received by June 1 (not postmarked).

Deliver to:
221 E. 11th St.
Austin, TX 78701

Mail to:
PO Box 13941
Austin, TX 78711-3941