



Leominster Housing Authority

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Benjamin Gold
Executive Director

Adam Gautie
Assistant Executive Director

TO: Section 8 Administrators/Bookkeepers Administering Vouchers for Leominster Housing Authority

DATE: **March 18, 2025**

SUBJECT: Revised Leominster Housing Authority Admin Fee =
99.16 April 1, 2025

Dear Section 8 Administrator/ Bookkeeper:

Please be advised that effective **April 1, 2025, Portability Administrative Fee for the Leominster Housing Authority will be \$99.16**. This is the amount that will be payable to your agency as the administrative fee for voucher holders porting to your jurisdiction **unless the receiving PHA admin fee is Lower, then we will use the lower of the two**. This new admin fee will be effective April 1, 2025 and continue until rates are updated again by HUD's Office of Public and Indian Housing.

Admin fee will be \$139.21 (Column B rate of \$108.97 x 91%)

Please ensure that your accounts receivable is adjusted to reflect receipt of this revision to the admin fee payment from Leominster Housing Authority beginning **April 1, 2025** and bill Leominster Housing Authority accordingly going forward for any Ports you are administering on our behalf.

Kind Regards,

Lila Fernandez

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