



## **CURRENT FEE SCHEDULE (2019)**

### **BASIC SERVICE PACKAGE**

1- 6 Units: \$216/month

7 Units: \$245/month

8 Units: \$272/month

9 Units: \$297/month

10 Units or More: \$32/unit/month

*Basic Service Package Fees are covered by our **Lifetime Fee Guarantee**. Your monthly fees for the services covered by the Basic Service Package will never increase as long as you remain a client.*

### **ADDITIONAL SERVICES**

- **Additional Bank Account Processing**  
BSP includes monthly processing for two (2) bank accounts.  
Additional processing is \$40/account/month.
- **Client Meetings**  
\$175 for one hour, \$50 for each additional 1/2 hour plus Correspondence Fee where owner notices are required (Elections, Board Meetings, Budget Meetings, Special Assessment Voting)
- **Collection Support**  
\$35/unit per month for accounts In Collections
- **Collection Support - Debt Collector Option**  
\$125/account (one-time fee)
- **Consultations (Phone/Email)**  
*We encourage clients to consult **ChicagoCondoResource.com** for general answers to frequently asked questions. Any consultation specific to your association that requires research and/or review of your governing documents will incur a Consultation Fee. Fee must be approved by a Board Member prior to the consultation.*  
\$75/half hour (1/2 hour minimum)
- **Correspondence**  
\$50 for the first 6 units plus \$5.00 for each unit over 6  
*Required for Approved Budgets when assessments change.*
- **Draft Budget Preparation**  
Draft Budgets prepared outside of Sept./Oct. Budget Season (included in BSP)  
\$160 for up to 6 units plus \$10/unit over 6



## **CURRENT FEE SCHEDULE (2019)**

- **FHA Approval**  
Billed at standard hourly rates, \$250 minimum (in partnership with third party processor)
- **Foreclosure Processing**  
*When HausFS receives notification of a foreclosure filed against an owner, we will monitor the foreclosure to determine when the bank takes ownership and process the owner change upon completion of the foreclosure. The following fees are charged:*  
Foreclosure Monitoring (FC in Progress) - \$100  
REO Setup for Foreclosed Units (FC Completed) - \$100
- **Incorporation Documentation**  
Application for Reinstatement - \$80  
Change of Registered Agent - \$80  
Amended IL Annual Report for Board Change - \$80
- **Loan Processing**  
\$160 plus \$10/Unit; includes Applying Charges & Owner Correspondence  
\$80/Unit for Re-Amortization (Charged to Units Paying Off Full Balance if Applicable)  
Documentation Processing for Loan Approval charged at current hourly rate.
- **Owner Refinance/Sale (Closing Documentation)**  
Refinance or Owner Name Change - \$80  
Sale or Deed in Lieu - \$195
- **Special Assessment/Owner Reimbursable/Real Estate Tax Appeal Processing**  
*Any additional amounts charged to/collected from owners outside of regular assessments*  
\$15/Unit plus Correspondence Fee  
Late Fee Processing for Installments - \$5/Unit/Installment
- **Tax Return Preparation**  
\$175 Federal (1120-H only)  
\$75 IL State (when applicable)  
\$25/payment for Estimated Tax Payments
- **1099 Preparation**  
\$60/Recipient  
*All 1099s are filed electronically for the association and mailed directly to recipients. HausFS collects the necessary documentation for all vendors who must be issued a 1099 annually per IRS regulations. 1099s are prepared automatically for eligible vendors.*

*Any services not shown here that are not covered by our Basic Service Package are subject to our current \$80/hour rate (one hour minimum). Services will be quoted separately and will require board approval before any work commences.*

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