**[MOHCD LETTERHEAD]**

[Date]

[Borrower Name]

c/o [Sponsor Name]

[Address]

San Francisco, California [ZIP]

Attention: [Primary Borrower Contact Name]

**Re: City Closing Invoice; City and County of San Francisco, Multifamily Housing Revenue [Bonds/Notes] ([Project Name]), Series [Year][Series Letter]**

[Primary Borrower Contact Name]:

The total payment due to the Mayor’s Office of Housing and Community Development in connection with the settlement of the above-referenced transaction are as follows:

**A. Initial Issuance Fee = $[Fee Dollar Amount]**

([0.25/0.30]% of the $[Issuance Dollar Amount] total issuance amount)

**B. Annual Monitoring Fee (First Year) = $[Dollar Amount]**

(the greater of 0.125% of the total issuance amount or $2,500)

**[C. [Other Amount] = $[Dollar Amount]**

([Description of Other Amount, e.g., “City Attorney Costs”])]

**Total Payment Due (A+B[+C]) = $[Total Dollar Amount]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

Please direct the escrow/title agent to remit the Total Payment Due via check at settlement. The check should be payable to the order of “San Francisco Mayor’s Office of Housing and Community Development” and should reference the project name, “[Project Name],” and the phrase “Closing Payment.”

In the interim, please feel free to contact me by phone at [Phone #] or by email at [Email Address] with questions.

Thank you,

/s/

[Program Manager Name]

Program Manager