

## PROPERTY STAFF/EMPLOYEE UNIT Request to Establish, Remove or Change Unit

Property Name: \_\_\_\_\_

Project #: \_\_\_\_\_

Property Address: \_\_\_\_\_

List all Funding Sources: \_\_\_\_\_

**This property has the following units:**

Total Number of Units:		Total Number of LIHTC Units:	
Total Number of HOME Units:		Total Number of Market Rate Units:	

**Current Type of Property Staff/Employee Units:**
**Staff/employee unit was designated per the regulatory agreements (LURA)**  YES  NO

If no, skip to Request to establish, remove or change staff/employee unit section below.

**Current Staff/Employee Unit/s:**

Unit #	BIN:	Number of Bedrooms:	Square Footage:

**A Common Area residential unit** – The common area residential unit is considered to be a ‘facility reasonably required for the benefit of the project’. The person occupying the unit is employed full-time by this project and is not required to be income-qualified. The unit was excluded from the low-income occupancy calculation at development for purposes of determining the applicable fraction and the qualified basis of the project/building. Staff person in this unit is not charged rent and is considered a full-time employee of the project (Does not manage other properties).

**A Low Income Housing Tax Credit (LIHTC) residential unit** – The unit is an LIHTC unit and is included in the low-income occupancy percentage for purposes of determining the applicable fraction and the qualified basis of the project/building. To be considered a qualified LIHTC unit; the unit must be rent-restricted, occupied by an income-eligible household who is subject to a lease agreement with an initial term of at least six months.

**A Market Rate unit** – The unit is actually a market rate unit and is occupied by staff person without regard to the income level and rent being charged.

**REQUEST TO ESTABLISH, REMOVE OR CHANGE STAFF/EMPLOYEE UNIT:**

X	REQUEST TO:	JUSTIFICATION:
<input checked="" type="checkbox"/>	<b>Establish</b> - Common area residential unit	
<input type="checkbox"/>	<b>Remove</b> - Common area residential unit	
<input type="checkbox"/>	<b>Change</b> - Common area residential unit	

**Unit/s Per Request:**

Unit #	BIN:	Number of Bedrooms:	Square Footage:

**Certification - All parties agree to the above written request:**

 \_\_\_\_\_  
Owner Name

 \_\_\_\_\_  
Owner Signature

 \_\_\_\_\_  
Date

 \_\_\_\_\_  
Management Agent Name

 \_\_\_\_\_  
Management Agent Signature

 \_\_\_\_\_  
Date

**LHC Determination:**

 The requested change/s has been:  Approved  Denied; Reason \_\_\_\_\_

 \_\_\_\_\_  
LHC Compliance Officer

 \_\_\_\_\_  
Signature

 \_\_\_\_\_  
Date