

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

Property Name: _____

This property has the following units:			
Total Number of Units:		Total Number of LIHTC Units:	
Total Number of Property Staff/Employee Units:		Total Number of Market Rate Units:	

Current Type of Property Staff/Employee Units:

Staff/employee unit was designated per the regulatory agreements (REUA/Declaration) YES NO

If no staff/employee unit was designated at development and a staff/employee unit is not in use, skip to Request section below.

Current staff/employee unit is:

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.

Current Staff/Employee Unit/s:			
Unit #	BIN:	Number of Bedrooms:	Square Footage:

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

X	REQUEST TO:	REASON:
	Establish - Common area residential unit	
	Remove - Common area residential unit	
	Change - Common area residential unit	

Establish-change LIHTC unit to Common area unit/Remove-change common area unit to LIHTC unit/Change-move common area 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

OHCS Determination:

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

_____ OHCS Compliance Officer	_____ Signature	_____ Date
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