Use of Exempt Common Area Residential/Staff Unit
Staff/Employee Certification

Property Name: _____

Current Approved Staff/Employee Unit:

A common area residential unit is considered to be a 'facility reasonably required for the benefit of the project.' The unit listed has been approved by OHCS.

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

Staff/Employee Residing in Unit:

The person occupying this unit must be considered employed full-time by this property, does not pay rent and does not need to be income-certified.

Staff/Employee:			
Name	**Title**	**Date Hired**	**Date Moved-In**

Staff/employee works # _____ hours per week at this property.

Duties performed that require residence on-site: _____

_____

Certification:

The undersigned hereby certifies that the staff/employee identified above currently resides in the approved common area residential unit;
The staff/employee is not required to be income-certified;
The staff/employee is not charged rent; and
The staff/employee is considered to be employed full-time at this property and does not manage or work at any other property and is not employed by any other entity.

_____	_____	_____
Staff/Employee Name	Staff/Employee Signature	Date
_____	_____	_____
Management Agent Name	Management Agent Signature	Date

NOTE: This form is to be completed in addition to the Staff/Employee Unit Request to Establish, Remove or Change Unit form.

OHCS Determination:

This staff/employee certification is: □Approved □Denied; Reason _____

_____	_____	_____
OHCS Compliance Officer	Signature	Date

NOTE: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Departments or Agency of the United States as to any matter within its jurisdiction.