

Staff Unit Request Form

Date: _____

Development Name: _____

Owner Name: _____

BIN#: _____

1) Has the equity investor been notified of the requested modifications? ☐ Yes ☐ No

a) If no, when do you anticipate notifying the investor? _____

b) If yes, do they approve? ☐ Yes ☐ No

c) If investor does not approve, why? _____

2) Type of Request: (choose one) ☐ Add a manager's unit
☐ Add a maintenance unit
☐ Add a security unit
☐ Add a model unit

3) Will the manager/maintenance staff/security officer be considered full-time? ☐ Yes ☐ No

a) If yes, please provide definition of full-time. _____

b) If requesting a security unit, what will be the security officer's duties?

4) What is the reason for the Development modification? **Note:** Supporting documentation must be submitted with the request.

- 5) Is there currently a manager's, maintenance, security, or model unit on site? ☐ Yes ☐ No
- a) If yes, how many and what type? _____
- b) If yes, in what building(s)? BIN # _____
- c) If yes, what unit number(s)? _____

- 6) Will the manager's, maintenance, or security unit be considered a Low-Income Tax Credit Unit, a Market Rate Unit, or as Common Area? (choose one)
- ☐ Low-Income Tax Credit Unit ☐ Market Rate Unit ☐ Common Area

- 7) Will the manager's, maintenance, or security unit affect the applicable fraction? ☐ Yes ☐ No
- a) If yes, what is the new applicable fraction? _____
- b) If yes, what building(s) is affected? BIN # _____

- 8) What is the state set-aside for the development?
- # 30% units _____ # 50% units _____ # Market rate units _____
- # 40% units _____ # 60% units _____

Note: Developments with market rate units will not be allowed to designate tax credit units as manager's, maintenance, or security units unless the tenant qualifies under Section 42 guidelines.

- 9) Will the manager's, maintenance, or security unit be charged rent? ☐ Yes ☐ No ☐ N/A
- 10) If requesting a model unit, how will the model unit be utilized in the development? (choose one)
- ☐ Model during rent-up and later as a LIHTC unit rented to a qualified tenant
- ☐ Model during rent-up and throughout entire compliance period
- ☐ Qualified LIHTC unit that becomes vacant and is used as a model temporarily
- ☐ N/A

- 11) All requests for additional staff units submitted during the project's Compliance Period or Extended Use Period require a \$500 modification fee. I have included a \$500 check payable to IHCD along with the original signed copy of this document. ☐ Yes Check # _____

Owner's Printed Name

Owner's Signature

Date of Signature