

Idaho Housing and Finance Association (IHFA)

Common Area/ Staff Unit Status Affidavit

Please complete one form for each unit occupied by staff/security.

Name of Staff Member: _____ Date of Hire: _____ Position: _____

Description of Duties: _____

Status of Employment: Part-time Full-time

Development(s) covered by employment: _____

Hours worked per HTC development(s): _____

Unit Number and BIN occupied by Staff*: _____ Date of Move-in to Unit: _____

Unit occupied by staff is considered:

Low-income Unit Effective Date: _____

The staff occupied unit is a low-income rental unit and is included in the low-income occupancy percentage for purposes of determining the applicable fraction and the qualified basis of the project and building. To be considered a HTC unit, the unit must be rent-restricted, income eligible, and under lease with an initial term of at least six months. The appropriate monitoring fee must be paid for this unit.

Market-rate Unit Effective Date: _____

The unit is used by the staff without regard to the rent being charged or the income level of the tenant.

Common-Area Residential Unit Approval Date: _____

The staff occupied unit is a common area that supports and/or is reserved for the benefit of all low-income rental units. The tenant occupying the unit is employed full-time at this development. The unit is excluded from the low-income occupancy calculation for purposes of determining the applicable fraction and the qualified basis of the project.

Please identify each component of the gross rent of the unit:

| Rent Component | \$ Amount | Paid by (Development, Staff, etc) |
|----------------------|-----------|-----------------------------------|
| Concession/ Discount | _____ | _____ |
| Utility- Electric | _____ | _____ |
| Utility- Gas | _____ | _____ |
| Utility- Water | _____ | _____ |
| Utility- Sewer | _____ | _____ |
| Tenant Paid Rent | _____ | _____ |
| Total | _____ | _____ |

Please indicate other uses for the approved staff unit (i.e. storage, office, model unit, etc.):

Signature of Manager

Printed Name of Manager

Date

Signature of Owner/Representative

Printed Name of Owner/Representative

Date