

IHFA COMMON AREA/STAFF UNIT STATUS AFFIDAVIT

Development Name:		Ownership Entity:
Date:	Development Number:	Management Company:
Contact Person:		Email Address:

REQUEST TO ADD STAFF UNIT

Designation Requested (Choose One):		
MANAGER UNIT	MAINTENANCE UNIT	SECURITY UNIT

PROPOSED UNIT INFORMATION

Building Identification Number (BIN):	Unit Number:	Square Footage:
Employee Name:		Number of Bedrooms:
Anticipated Rent Amount:	Anticipated Utility Amount:	Any Non-Optional Fees:

Tax Status of Unit (Choose all that apply):		
PREVIOUSLY CLAIMED CREDITS	NEVER CLAIMED CREDITS	MARKET UNIT

Unit qualifies as a "Rental Unit":

Will the employee sign a lease?
If yes, is the employee income eligible?

Unit qualifies as a "Common Area":

Is the employee full time?
Is this housing part of employee's compensation package/ employment contract?
Is the employee's scope of employment limited to this property?
If no, please explain further:

What is the reason for the development modification and how will the residents benefit?

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Is there currently a manager's, maintenance, or security unit on site?		
If yes, how many and what type?	What building(s)?	What unit number(s)?

REQUEST FOR CHANGE OR REMOVAL OF STAFF UNIT

CURRENT UNIT INFORMATION

Building Identification Number (BIN):	Unit Number:	Square Footage:
Employee Name:	Number of Bedrooms:	MANAGER MAINTANCE SECURITY

Request Type (Choose One):

CHANGE STAFF UNIT LOCATION OR OCCUPANT	
Complete the following with proposed changes:	
MANAGER	MAINTANCE SECURITY
Building Identification Number:	Unit Number:
Square Footage:	Number of Bedrooms:
Employee Name:	

CONVERT STAFF UNIT TO LOW-INCOME UNIT	
Proposed set aside:	
30%	40% 50% 60%
Reason for request:	