

REQUEST FOR A SET-ASIDE UNIT(S)

Directions: Residential rental property for Housing Tax Credit (HTC) purposes includes residential rental units, facilities for use by the tenants, and other facilities reasonably required by the property. Revenue Rule 92-61 holds that the adjusted basis of a unit occupied by a full-time resident manager or maintenance personnel is included in Eligible Basis but excluded from the Applicable Fraction. For deterring crime in and around a HTC property, it may be necessary and reasonable to acquire a security presence as well.

Property Name:	Property Address and Procorem #:
Number of Buildings:	Number of Units:

This property requests the following type of unit(s):

Description	Check here for the type of unit being requested	Number of this type being requested
Manager or Assistant Manager		
Maintenance personnel		
Security Officer or other Security-type Staff		

Does this property have other set-aside units for managers, maintenance or security? If so, explain here:

Our justification for this request follows:

Owner understands and certifies the unit(s) being requested herein meet the definition of a full-time manager unit as outlined in Revenue Rule 92-61 and shall be treated accordingly: yes no

Owner/Agent's Printed Name	Signature	Date
Contact Phone #	Contact FAX	Email Address

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

State Agency Approval:

The above request is: Approved Denied

Director, Housing Compliance Division	Date
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