



# notification of removal of unit(s)

in accordance with revenue ruling 92-61 request for an employee unit

Date	Building Identification Number CO-
Property Name	
Address	
CHFA Program Compliance Officer	

The undersigned hereby removes one unit, designated low-income (from the qualified basis) to be used as common space in the above-named property for employee purposes.

Unit(s) shall be designated as an employee unit or for use as common space as defined in section 42 of the Internal Revenue Code: "Section 1.103-8(b)(4) of the Income Tax Regulations, facilities that are functionally related and subordinate to residential rental units are considered residential rental property. Section 1.103-8(b)(4)(iii) provides that facilities that are functionally related and subordinate to residential rental units include facilities for use by the tenants, such as swimming pools and similar recreational facilities, parking areas, and other facilities reasonably required for the project. The examples given by section 1.103-8(b)(4)(iii) of facilities reasonably required for a project specifically includes units for resident managers, and maintenance personnel. Accordingly, the unit occupied by a resident manager/ maintenance is residential property for purposes of section 42 of the Code."

Please complete the information below and email back.

Address and Unit #	
Employee Name	Employee Title
Move-in Date	
Job Title	

Owner/Agent must document the above information in NextGen and list the unit as an employee unit. The employee unit can only be occupied by a full-time employee of (name of community) \_\_\_\_\_. This form does not absolve O/A of this responsibility. Additionally, in the event of a change in status concerning the employee unit or use of other common space, CHFA is requiring resubmission of this form. In the event the employee unit is no longer needed, management must rent the unit to a qualified household at 60% of the area median income (AMI) or below. The unit cannot remain vacant longer than 30 days.

The undersigned certifies to the Colorado Housing Finance Authority that the Owner/Limited Partnership of \_\_\_\_\_ Apartments will file or has filed a return that is consistent with Revenue Ruling 92-61 concerning treatment of Resident Manager's unit, if applicable.

Owner/Agent Signature

Date

☐ Approved ☐ Denied

PCO Signature

Date