

**MICHIGAN STATE HOUSING
DEVELOPMENT AUTHORITY**

**Common Area/Employee
Unit Designation Statement
Compliance Monitoring**

Project Name: _____ **MSHDA #:** _____ **Project City:** _____

As the Owner of the above-mentioned project, located in _____ County, Michigan, I hereby request MSHDA approval to make the following common area unit change to unit # _____.

Check only one box:

- LOW-INCOME RESTRICTED UNIT:**
The unit is being returned to a rent and income restricted unit.
- COMMON AREA RESIDENTIAL UNIT:**
The manager's/employee-occupied unit is a common area unit that supports and/or is reserved for the benefit of all rental units. The tenant occupying the unit is employed full-time for this development. The unit is excluded from the low-income occupancy calculation for purposes of determining the applicable fraction.
- COMMON AREA NON-RESIDENTIAL UNIT:**
Describe proposed use: _____
- LIHTC RESIDENTIAL RENTAL UNIT (not common area):**
The manager's/employee occupied unit is a low-income rental unit and is included in the low-income occupancy percentage for purposes of determining the applicable fraction of the project and building. To be considered a qualified LIHTC unit, the unit must be rent-restricted, income eligible, and under lease with an initial term of at least six months.
- A MARKET RATE RENTAL UNIT (not common area):**
The unit is used by the manager/employee without regard to the rent being charged or the income level of the tenant. (Not permissible for 100% LIHTC properties)
- NOT APPLICABLE:**
This project does not contain a common area or manager/employee occupied unit.

Number of Units in Project	Quantity
Number of common area units:	
Number of LIHTC residential rental units (not incl. common area units):	
Number of Market Rate residential rental units:	
Total Number of units (incl. common area, LIHTC, and MKT):	

Location of all Common Area Unit(s) or Manager/Employee Unit(s) in the Project

Note: Once the unit has been identified, it cannot be relocated without pre-approval (in writing) from MSHDA Compliance Monitoring.

Unit #	Building Identification Number (BIN)	Street Address of Building	Sq. Ft. of Unit	# Bdrms
	MI-			
	MI-			
	MI-			

(Name of Ownership Entity)

(Federal Taxpayer ID #)

(Signature of Authorized Official)

(Title)

(Typed Name of Authorized Official)

(Date)