

**TREATMENT OF COMMON SPACE UNIT  
PURSUANT TO REVENUE RULING 92-61**

Complete this form to request approval to add, change or remove an on site employee unit or a unit used as a site office or tenant facility in a Low Income Housing Tax Credit property that restricts 100% of the units as LIHTC units.

**Type of Request:**

- Initial request for a Common Space unit
- Change to a different unit
- Common Space unit no longer needed

**Unit to be used for:**

- FT Resident Manager
- FT Security
- FT Maintenance
- Site Office

Effective Date of Change: \_\_\_\_\_ BIN: \_\_\_\_\_ Unit # and Square Footage: \_\_\_\_\_

Property Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

**Provide an explanation of why the property requires a Common Space unit or why a different unit is needed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If this is an initial request, please describe duties and time involved:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Complete this section if/when property no longer requires a previously designated Common Space unit:**

Provide an explanation of why the property no longer requires a Common Space unit.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Effective date of change: \_\_\_\_\_ Treatment of unit after change:  Market  HTC

**The building's Applicable Fraction after the addition or removal of the Common Space unit identified above is:**

\_\_\_\_\_ % square footage, \_\_\_\_\_ % unit = \_\_\_\_\_ % Applicable Fraction

Owner certifies that the above unit is a facility reasonably required for the operation of the project pursuant to Revenue Ruling 92-61 and is therefore not included in the numerator or denominator of the Applicable Fraction. Owner further certified that it will file or has filed a return that is consistent with Revenue Ruling 92-61 concerning treatment of Common Space unit.

\_\_\_\_\_  
*Printed Name of Property Owner*

\_\_\_\_\_  
*Signature of Authorized Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Title of Authorized Representative*

\_\_\_\_\_  
*Print Name of Authorized Representative*

*If additional space is needed, please attach a separate form. Owner may submit the signed form to any AHC compliance staff member by email.*

**Property Name:** \_\_\_\_\_

**Acknowledgment of Common Space Unit**

AHC, Inc. has received owner's notification that the above reference property requires a Common Space unit. Pursuant to IRS Revenue Ruling 92-61, if a unit in a qualified low income building is occupied by a full time resident manager, full time maintenance, full time security or is used as an on site office space, and is reasonably required by the project, the unit is not included in either the numerator or denominator of the Applicable Fraction for the building.

Please be aware that in mixed income buildings, a Common Space unit may cause the Applicable Fraction to decrease below the Applicable Fraction upon which the tax credit is based. In order to claim the maximum amount of tax credits allocated for the building, owner must rent a sufficient number of tax credit qualified units to ensure the required Applicable Fraction continues to be met.

AHC, Inc. has changed its records accordingly and as of the identified effective date will treat the requested unit as Common Space. Owner must continue to submit information concerning the Common Space unit annually on the appropriate tabs in CHART. A change in status concerning a Common Space unit requires resubmission of this form.

**Acknowledgment of Removal of Common Space Unit**

AHC, Inc. has received owner's notification that the above referenced property no longer requires a Common Space unit. Pursuant IRS Revenue Ruling 92-61, if a unit in a qualified low income building is occupied by a full time resident manager, full time maintenance, full time security or is used as an on site office space, and is reasonably required by the project, the unit is not included in either the numerator or denominator of the Applicable Fraction for the building.

AHC, Inc. has changed its records and as of the identified effective date will no longer treat the referenced unit as Common Space. The unit will be treated as a tax credit qualified unit or as a market rate unit depending on the occupants. If the use of this unit changes (i.e., the project once again requires a full time manager), owner must notify AHC, Inc. by submitting a new Treatment of Common Space form.

\_\_\_\_\_  
*Name of AHC Authorized Representative*

\_\_\_\_\_  
*Signature of AHC Authorized Representative*

\_\_\_\_\_  
*Email of Authorized Representative*

\_\_\_\_\_  
*Date*