



**TREATMENT OF A COMMON SPACE UNIT  
PURSUANT TO REVENUE RULING 92-61**  
COMMUNITY HOUSING AND GRANTS MANAGEMENT DIVISION  
SFN 59467 (08/24)

**PROPERTY INFORMATION**

Property Name		BIN Number		
Building Address		City	State	ZIP Code
Unit Number	Square Footage		Effective Date of Change	
Type of Request <input type="checkbox"/> Common Space Unit No Longer Required <input type="checkbox"/> Initial Request for a Common Space Unit <input type="checkbox"/> Change to a Different Unit				
Unit Used As <input type="checkbox"/> FT Resident Manager <input type="checkbox"/> FT Maintenance <input type="checkbox"/> FT Security <input type="checkbox"/> Site Office				

**COMMON SPACE UNIT NO LONGER REQUIRED**

Explain Why Property No Longer Requires Unit	
Effective Date of Change	Treatment of Unit after Change <input type="checkbox"/> Market Unit <input type="checkbox"/> Tax Credit Unit

**INITIAL REQUEST FOR A COMMON SPACE UNIT OR CHANGE TO A DIFFERENT UNIT**

Explain Why Property Requires a Common Space Unit or Why a Different Unit Is Needed
Describe Duties and Time Involved (Only Required for Initial Request)

By signing below, the owner certifies that the above unit is 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 certifies that it will file or has filed a return that is consistent with Revenue Ruling 92-61 concerning treatment of common space unit.

Name of Ownership Entity	Print Name of Signatory
Title	Date

**TREATMENT OF A COMMON SPACE UNIT (FOR NDHFA USE ONLY)**

☐ **Acknowledgement of Common Space Unit:**

NDHFA has received owner's notification that the above referenced 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 site office which 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.

NDHFA 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 Tax Credit Summary Report. A change in status concerning a common space unit requires resubmission of this form.

☐ **Acknowledgement of Removal of Common Space Unit**

NDHFA has received owner's notification that the above referenced property no longer 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 site office which is reasonably required by the project, the unit is not included in either the numerator or denominator of the applicable fraction for the building.

NDHFA 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 market rate unit depending on the occupants. If the use of this unit changes (i.e., the project once again reasonably requires a full time manager), please notify NDHFA.

NDHFA Tax Credit Compliance Specialist	Date
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