

MODEL FORM

Document Unit Transfers Within the Same Site

Complete this form to document unit transfers within the same building or into different buildings within the same tax credit site. This form should be used to help maintain compliance with respect to set-aside elections and the Available Unit Rule.

If a site has multiple buildings and the owner has elected to treat the buildings as separate projects by checking "No" on line 8b of the 8609 form for the affected buildings, the transfer cannot take place.

UNIT TRANSFER CERTIFICATION

TO BE COMPLETED BY MANAGEMENT

Project Name: _____ Date of Transfer: _____

Household Members: _____

Transfer from Unit: _____ Transfer to Unit: _____

Transfer from BIN: _____ Transfer to BIN: _____

Date of Current Certification: _____ Household Income on Certification: _____

Date of Unit Transfer: _____

Current Rent Amount: \$ _____ New Rent Amount: \$ _____

Compliance Status of Household at Transfer (please check one):

- Qualified LIHTC Household (income does not exceed current income limit)
First LIHTC Household to qualify for unit after Placed in Service
Previously Qualified LIHTC Household (income exceeds current income limit, but by no more than 140%)
- The unit being vacated exchanges (or "swaps") status with the unit being transferred into.
Previously Qualified LIHTC Household (income exceeds 140% of current income limit).
- The unit being vacated exchanges (or "swaps") status with the unit being transferred into.
- Household can only transfer within the same building and the new unit must remain rent-restricted.
Non-LIHTC Qualified Household (market-rate household)

Status of Vacant Unit Household Is Transferring to (please check one):

- Qualified Vacant Unit (previous household income did not exceed applicable LIHTC income limit)
Qualified Vacant Unit (previous household income exceeded LIHTC income limit, but by no more than 140%)
Empty Unit with LIHTC Designation (has never been occupied by a qualified household)
- A unit never occupied by a qualified resident cannot generate a tax credit. A unit begins to generate a tax credit the first time it is occupied by a qualified resident.
Non-LIHTC Qualified Unit (market-rate unit)

Remember: Units "swap" status when the household lease is transferred. Since a household can qualify only one unit for LIHTC status, it is important to note carefully transfers between units where at least one of the units has never been occupied by a qualified household. If a household with recertified income that exceeds 140 percent of the applicable income limit transfers to a new unit in a different building, the newly occupied unit is considered a market unit.

I/we certify that the information presented in this certification is true and accurate to the best of my knowledge.

MANAGER'S SIGNATURE _____ DATE _____

PRINT MANAGER'S NAME & TITLE _____