Exhibit E.1

REQUEST FOR MANAGER / EMPLOYEE /EXEMPT UNIT

Date:

Property Name:

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

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) and Section 1.103-8(b)(4)(iii)].

Please provide the following for the unit to be occupied by a **full-time** Resident Manager, Maintenance, Security or Service Coordinator Personnel (include any current units you may have at the community as well).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BIN # | Unit # | Sq. Ft. | Name | Position | Move In Date |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Owner / Management must continue to submit the above information concerning the Manager / Maintenance / Security / Service Coordinator on the Owner Annual Certification of Continuing Compliance. Additionally, in the event of a change in the status concerning a unit, Nevada Housing Division requires the resubmission of this form.

Owner / Owner Agent Printed Name:

Owner / Owner Agent Signature:

Date Signed:

NHD Approval: Date: