

**HTC Form 120**  
**FULL-TIME RESIDENT MANAGER UNIT DESIGNATION**  
**CERTIFICATION**

Pursuant to IRS REVENUE RULING 92-61: TREATMENT OF UNIT OCCUPIED BY FULL-TIME RESIDENT MANAGER: AUGUST 10, 1992, the owner may designate a full-time resident manager unit to be included in the building's eligible basis but excluded from the building's applicable fraction. The unit must be reasonably required by the project and only those employees (positions) that work full-time exclusively for the project are eligible.

I hereby certify that the project described below has a designated full-time resident manager unit. I certify that this unit is reasonably required by the project, that it is occupied by a full-time employee of the project and meets the criteria outlined in IRS REVENUE RULING 92-61, AUGUST 10, 1992.

**WHEDA Project Number:** \_\_\_\_\_

**Number of units in the project:** \_\_\_\_\_

**Designated full-time manager unit (building and unit #):** \_\_\_\_\_

**Effective date of unit designation:** \_\_\_\_\_

I understand that WHEDA reserves the right to request additional documentation or information from me concerning the designation of this manger unit. I further agree to notify WHEDA in writing within 10 days of any change to the above designation.

This Certification is made UNDER PENALTY OF PERJURY.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Full-time resident manager units that are included in the eligible basis but excluded from the applicable fraction.**

1. Only those employees, who work full-time for the project can occupy designated full-time manager units. If there is more than one designated manager unit, each unit must be occupied by a full-time employee of the project.
2. The project owner must sign WHEDA HTC Form 120 before a unit can be classified as a designated manager unit.
3. Owner agrees to notify WHEDA within 10 days of any change to the manager unit designation.
4. WHEDA reserves the right to request additional documentation or information on any development with a designated manager unit(s).