

**Low and Moderate Income Housing Facilities
Application for a Facility Approval Letter**

Statutory Authority: Conn. Gen. Stat. §12-412(29).

Purpose: Use REG-19 to apply with the Department of Revenue Services (DRS) for qualification as an exempt low and moderate income housing facility.

1. Facility Information

Facility name

Facility's address Number and street City or town State ZIP code

Attach a description of the housing facility including the number of dwelling units, the number of units occupied by low and moderate income persons or families, the policies instituted that ensure the facility will continue to qualify for the exemption, its location, its dates of construction, and commencement of operation.

2. Sponsoring Organization Information

Sponsoring organization's name (as shown on organizing document(s)) Date incorporated or formed State of incorporation or formation

Sponsoring organization's address Number and street City or town State ZIP code

Name of organization contact person Daytime telephone number
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Organizing documents: Submit a copy of the sponsoring organization's organizing document that states it has as one of its purposes the development, construction, sponsorship, or ownership of housing for low and moderate income families. The copy may be a photocopy of the signed and dated original document. (**Do not send originals** because all documents submitted become part of the application file.)

Corporation: Attach a copy of the articles of incorporation (including amendments and restatements) showing the stamp or seal of the Secretary of the State.

Unincorporated: Attach a copy of the constitution and bylaws.

3. Operating Organization Information

If the operating organization is different from the sponsoring organization, provide the information requested in addition to the full name and address of the operating organization. If the operating organization is the same as the sponsoring organization, enter "Same as above."

Operating organization's name (as shown on organizing document(s)) Date incorporated or formed State of incorporation or formation

Operating organization's address Number and street City or town State ZIP code

Name of organization contact person Daytime telephone number
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Organizing documents: Submit a copy of the operating organization's organizing document. If the operating organization is a nonprofit housing organization, submit a copy of the organization's organizing document that states it has as one of its purposes the development, construction, sponsorship, or ownership of housing for low and moderate income families. The copy may be a photocopy of the signed and dated original document. (**Do not send originals** because all documents submitted become part of the application file.)

Corporation: Attach a copy of the articles of incorporation (including amendments and restatements) showing the stamp or seal of the Secretary of the State.

Unincorporated: Attach a copy of the constitution and bylaws.

4. Owner Information

If the owner of the housing facility is different from the sponsoring or operating organization, provide the information requested in addition to the full name and address of the owner's organization. If the owner of the facility is the same as the sponsoring or operating organization, enter "Same as above."

Owner's name (as shown on organizing document(s)) Date incorporated or formed State of incorporation or formation

Owner organization's address Number and street City or town State ZIP code

Name of organization contact person Daytime telephone number
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Organizing documents: Submit a copy of the owner's organizing document. If the owner is a nonprofit housing organization, submit a copy of the owner's organizing document that states it has as one of its purposes the development, construction, sponsorship, or ownership of housing for low and moderate income families. The copy may be a photocopy of the signed and dated original document. (**Do not send originals** because all documents submitted become part of the application file.)

Corporation: Attach a copy of the articles of incorporation (including amendments and restatements) showing the stamp or seal of the Secretary of State.

Unincorporated: Attach a copy of the constitution and bylaws.

5. Internal Revenue Service (IRS) determination letter

Attach the IRS determination letter(s) issued to the nonprofit housing organization(s) identified above.

6. Management and regulatory agreements

Attach documents that describe and establish the sponsorship and arrangements for financing, construction, and operation of the facility, such as management contracts, construction, or regulatory agreements with federal or state housing authorities. All attachments should be copies of signed and dated documents.

7. Declaration

An officer or other authorized signatory from the sponsoring organization named in Section 2 must sign this declaration.

I declare under penalty of law that I have examined this application and, to the best of my knowledge and belief, it is true, complete, and correct. I understand that the penalty for willfully delivering a false application to DRS is a fine of not more than \$5,000, or imprisonment for not more than five years, or both.

Name of sponsoring organization

Authorized signer's name (print)

Title

Authorized signature

Date

Failure to provide the documents listed below may result in the denial of your application.

Have you enclosed the following documents?

1. This form signed by an authorized person.
 2. Description of the housing facility.
 3. Organizing documents.
 4. IRS determination letter(s).
 5. Construction, management, operating or other required agreements or contracts.
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For additional information see **Policy Statement 2002(6)**, *Sales and Use Tax Exemptions for Low and Moderate Income Housing Facilities*.

Mail the completed application and all required information to:

Department of Revenue Services
Low and Moderate Income Housing Coordinator
450 Columbus Blvd Ste 1
Hartford CT 06103-1837