
STAFF REPORT

Date: February 15, 2023

To: Regional Plan Implementation Committee

From: TRPA Staff

Subject: Informational item on proposed code amendments including:

- Background on the TRPA growth management and development rights systems
- Proposed amendments to the “Achievable” deed-restriction category definition
- Minor code amendments related to housing

Summary and Staff Recommendation:

Staff will provide an informational presentation on how TRPA’s growth management system incentivizes and disincentivizes different types of housing. Staff will also provide an informational update on proposed code amendments, including an update to TRPA’s “achievable” deed-restriction definition and other minor amendments. Staff requests discussion and direction on the proposed amendments. No action is requested at this time.

Background:

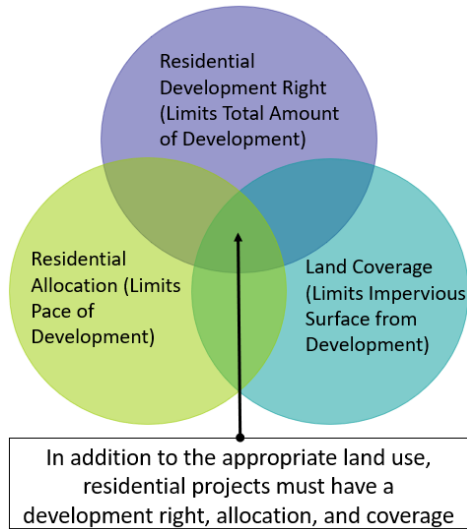
Since 1987, TRPA has incentivized development of affordable and multi-family housing through its “Bonus Unit Incentive Pool.” As pressure on the housing market has intensified in recent years, the shortage of available housing has shifted from a shortage of housing for the lowest-income residents to a shortage of housing for residents, including working households across all income brackets. Over time, TRPA has adapted both its growth management system and its “Bonus Unit Incentive Pool” to attempt to keep up with these changing needs.

The 1987 Regional Plan used the “Bonus Unit Incentive Pool” to set aside bonus residential development rights for both deed-restricted affordable housing and un-restricted multi-family housing. However, over time TRPA has shifted the multi-family set-aside of the pool to a deed-restricted category called “achievable” that encompasses households with higher incomes but that are still challenged to find housing. Recently TRPA has received feedback through the Tahoe Living Working Group that there is still a sub-set of non-deed-restricted housing types, so-called “affordable by design” housing such as accessory dwelling units (ADUs) and multi-family rental apartments that should also be incentivized through the growth management system. Deed-restricted “achievable” units and un-restricted, “affordable by design” units are very similar, however unrestricted units can go toward uses that are not oriented toward local residents or the local workforce.

To provide background for the code changes proposed in the “Discussion” section, and to lay the groundwork for future discussions on how TRPA’s growth management system can better incentivize

“missing middle” housing types, the underlying growth management and development rights systems are outlined below.

Growth Management System and Development Rights

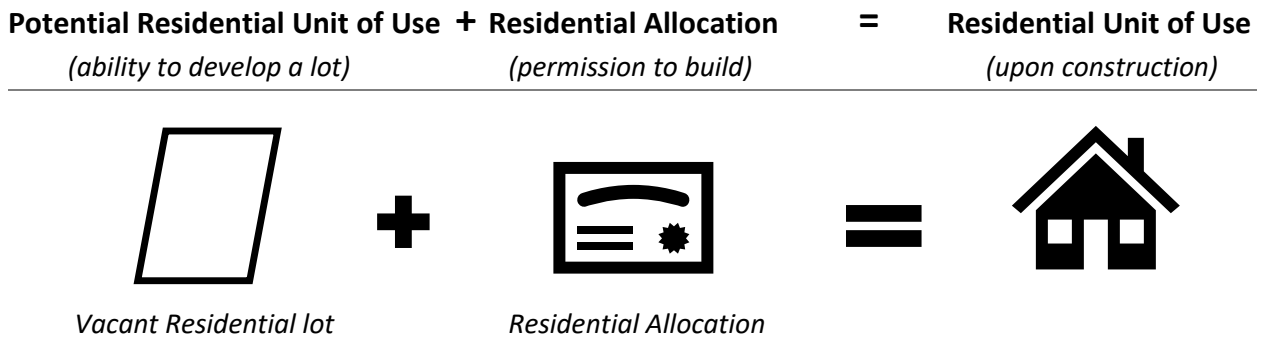


As shown in the adjacent figure, to develop on a parcel in the Tahoe Basin it is necessary to have the appropriate land use allowed on that parcel, adequate allowable pervious surface (a.k.a., coverage), a development right, and an allocation if it is new residential development. TRPA has a set number of development rights in the form of residential units, commercial floor area, and tourist accommodation units (e.g., hotel rooms). These development rights can be converted from one form to another. For example, commercial floor area can be converted to either a multi-family or single family residential unit.

The following focuses on and provides more detail on residential development rights and bonus units.

Potential Residential Units of Use (PRUUs) and Allocations

In 1987, TRPA’s Regional Plan established that every vacant residential parcel had one “Potential Unit of Use (PRUU)” associated with it.¹ A PRUU gives a property owner the right to build one home. However, TRPA’s Regional Plan also established that TRPA had the right to meter growth out over time. TRPA meters growth through its “allocation” system, by distributing up to 130 allocations per year to local jurisdictions. Thus, a property owner cannot build a home with their PRUU until they receive an allocation from their local jurisdiction. Once a PRUU and an allocation are matched, the two together are called a “Residential Unit of Use.” If someone possesses an RUU, they are ready to apply for a permit for construction of one residential unit. An existing unit is also considered a RUU. The graphic below shows how a PRUU and an allocation are matched to form a RUU:



¹ In the 1987 plan, these were called “development rights.” In 2018 TRPA updated the Regional Plan to call these “Potential Residential Units of Use.”

Since 1987, TRPA has approved the distribution of up to 8,687 allocations until 2032 (Table 50.4.1-1 of the TRPA Code of Ordinances). As of January 27, 2023, there were 1,292 allocations remaining.

Bonus Units

In the 1987 Regional Plan, TRPA recognized that there was a critical need for affordable housing, and that PRUUs for deed-restricted affordable and non-deed-restricted multi-family housing should be created. Like other residential parcels, parcels zoned for multi-family development also come with only one PRUU per parcel. Thus, a builder who wants to build multi-family housing or an ADU must transfer RUUs to that parcel. While TRPA's transfer of development rights (TDR) program incentivized the transfer of some PRUUs and RUUs, they were not widely available. Thus, in 1987 TRPA established the "Bonus Unit Incentive Pool." The Bonus Unit Pool comprised 1400 PRUUs. Builders could obtain one of these Bonus PRUUs in a few ways, but for the purposes of incentivizing housing, the two main ways included:

- By constructing deed-restricted, affordable-income housing (income under 80 percent of Area Median Income). Affordable housing was not subject to the "metering" policy thus the requirement for an allocation was waived for these units.
- By constructing multi-family housing that was not deed-restricted. Non-deed-restricted multi-family was still subject to the metering requirement and thus required an allocation. To qualify for bonus PRUUs, multi-family housing was required to provide additional environmental benefits, such as SEZ restoration or provision of transportation improvements.

The Creation of the "Achievable" Bonus Unit Category in 2018

By 2016, awareness was growing that the housing shortage was affecting not only lower-income (<80 percent of Area Median Income (AMI)) and moderate-income households (<120 percent AMI), but also working households that made more than 120 percent of AMI. Due to the high demand for second homes and vacation rentals, the vast majority of for-sale homes, whether single-family or condominiums, were priced far out of reach of most local working households. Thus, TRPA created the "achievable" ² income category as part of its Development Rights Strategic Initiative approved in 2018. "Achievable" income limits were set at the income level needed to afford the median-priced home. Since the median home price varies by county, the "achievable" income limits vary. Currently they vary from a low of 125 percent of AMI in the El Dorado County portion of the Tahoe Region, to a high of 230 percent of AMI in Washoe County for multi-family achievable.

The pool of Bonus Units that previously had been designated for non-deed-restricted multi-family was converted to "achievable" units, and the requirement for an allocation was waived for these, as it is for deed-restricted affordable and moderate-income housing.

Construction of non-deed-restricted multi-family housing

Despite the availability of the "achievable" bonus units, there are still builders who want to build both rental and for-sale multi-family units and accessory dwelling units (ADUs) that are not deed-restricted. "Conversion of development rights" policies approved by TRPA in 2018 are intended to address this

² The definition of "achievable" was based on the "Achievable Local Housing Policy Brief," released by the Tahoe Truckee Community Foundation's Mountain Housing Council, February 20, 2018.

need. Several recent projects, including ADUs, have taken advantage of conversion ratios which allow banked commercial floor area and tourist accommodation units to be converted to residential units of use. Also, the City of South Lake Tahoe has made some of its pool of banked tourist accommodation units available for non-deed-restricted ADUs and multi-family development that is restricted to locally-employed residents. These commercial, tourist, and residential development rights can be transferred and sold in both the private market and by local jurisdictions.

Discussion:

Proposed Updates to the “Achievable” Definition and Other Minor Code Updates

Utilization of the “achievable” bonus unit pool is ramping up (TRPA currently has received applications for over 100 achievable units with more in the pipeline). In past meetings the Tahoe Living Working Group has discussed needed amendments to the “achievable” housing definition to ensure that this housing is primarily occupied by local workers or by those below a certain income level. The existing wording of the achievable definition allows remote workers to be eligible for deed-restricted achievable housing, and members of the Working Group and the public have identified that housing remote workers is not aligned with the intent of the achievable program. TRPA’s Local Government and Housing Committee has also considered these changes and recommended advancing them to the full Governing Board for consideration.

Summary of proposed changes to the Achievable Housing Definition and Deed-Restriction Compliance Program:

- Update “achievable” definition to limit the achievable income category to include single or multi-family residential development to be used exclusively as a primary residence by a household that meets one or more of the following criteria:
 1. At least one occupant of the household works at least 30 hours per week or full-time equivalency for an employer with a business license or tax address within the Tahoe region or Tahoe-Truckee Unified School District. Full-time equivalency may be confirmed by employer; or
 2. Is a retired person who has lived in a deed-restricted unit in the Tahoe Basin for more than seven years; or
 3. Has a household income not in excess of 120 percent of the respective county’s area median income (AMI) area median income (AMI) (moderate income households and below).
- Update compliance requirements in the deed-restriction template to alert homeowner that TRPA may conduct a random audit whereby owners of deed-restricted properties will be required to furnish documentation that the unit is being utilized in accordance with the deed-restriction.

The achievable definition would also maintain provisions that the unit cannot be used as a second home or short-term rental, that TRPA can set asset limits for those purchasing the home, and that for ADUs the employment requirement may be waived when the unit is permanently occupied by a family member of the owner of the main unit.

See Attachment A for proposed amendments to the Code of Ordinances in “track changes.”

The code amendment package would also include minor code updates. Currently the only minor code update proposed is to allow a separate driveway for an ADU when doing so would avoid excessive adverse environmental impacts.

Next Steps:

After incorporating input received from the Regional Plan Implementation Committee, TRPA will bring these proposed code amendments forward to the Advisory Planning Committee and Regional Plan Implementation Committee for a recommendation for approval in March 2023, and to the Governing Board for consideration in April 2023.

Contact Information:

For questions regarding this agenda item, please contact Karen Fink, at (775) 589-5258 or kfink@trpa.gov.

Attachments:

- A. Technical code amendments in track changes
- B. Employment Area for Achievable definition – Greater Tahoe-Truckee area
- C. Affordable, Moderate and Achievable Deed Restriction template and Compliance Form in track changes

Attachment A

Technical code amendments in track changes

Attachment A – “Achievable” Code Amendments and Minor Code Amendments – draft code changes

Item #1 - Clarification of the Achievable Housing Definition and updates to the Deed-Restriction Compliance Program

Code of Ordinances

52.3.4. Affordable, Moderate, and Achievable-Income Housing

All projects receiving a residential bonus unit for affordable, moderate, or achievable housing development as defined in Chapter 90: *Definitions* shall comply with criteria in Section 52.3.4A-F. TRPA shall report to the TRPA Governing Board biennially on the implementation of the residential bonus unit program for affordable, moderate, and achievable housing development. This report shall include, but is not limited to, the number of housing developments and units awarded and constructed bonus units, number of bonus units awarded to and constructed in each income category, number of bonus units awarded to and constructed in single and multi-family housing developments, location of housing developments, and compliance with the program.

- A. Residential bonus units may be awarded to single or multi-family housing developments.
- B. The owner of the parcel, through a deed restriction running with the land, shall restrict the unit for which the bonus unit was awarded from being used as a second home or a vacation rental.
- C. A bonus unit may be used for an accessory dwelling unit as defined by Section 21.3.2, notwithstanding 52.3.4.A above, provided it is consistent with all provisions of the applicable area plan or this Code of Ordinances.
- D. The owner of the parcel, through a deed restriction running with the land, shall limit the unit for which the bonus unit was awarded to the approved use and restrict the occupants' household income to affordable, moderate, or achievable housing limits set forth in Chapter 90: *Definitions*, depending on the applicable ~~income level~~ [deed-restriction type](#) for which the bonus unit was awarded. The restriction shall also include the requirement to disclose the restrictions associated with the unit at the time of sale of the unit, the requirement to submit an annual compliance report to TRPA, and the potential to be fined up to 1/10 of the current cost of a residential unit of use annually for failure to submit the compliance report or comply with these requirements.
- E. An owner-occupant of a unit who has provided all required annual compliance reports and who has had an increase in income so that they are no longer eligible for the bonus unit may apply to TRPA and receive an exemption to the income requirement until the unit is sold. The owner must continue to be the occupant, provide annual compliance reports to remain eligible for the exemption and not be subject to the annual fine, rent the unit only to an income qualified renter if no longer the occupant, or sell the unit only to an income qualified buyer.
- [F. A renter household which has had an increase in income or change in circumstances such that they no longer meet the qualifying criteria may remain in the home for up to one year, after](#)

which time the household is required to re-locate if qualifying factors have not been re-established.

F. The project awarded a residential bonus unit shall be within ½ mile of a designated Town Center; within ½ mile of an existing transit stop or a transit stop that will be existing concurrent with the completion of the project; or located in an area where multi-family dwellings are an allowed or special use.

90.2. OTHER TERMS DEFINED

Achievable Housing

Single or multi-family residential development to be used exclusively as a residential dwelling by permanent residents who meet one or more of the following criteria:

1. Have a household with an income not in excess of 120 percent of the respective county's area median income (AMI) (moderate income households and below);

2. At least one occupant of the household works at least 30 hours per week or full-time equivalency for an employer with a business license or tax address within the Tahoe region or Tahoe-Truckee Unified School District. Full-time equivalency may be confirmed by employer. n household achievable area median income (AMI) percentage, using the following methodology:

~~1. Determine the county's median income where the housing development will be located using income limits for a family of three published annually by the US Department of Housing and Urban Development and, if applicable, the California Department of Housing and Community Development.~~

~~2. Determine the county's median single or multi-family housing price, as applicable, where the housing development will be located using median housing prices published annually by the TRPA.~~

~~3. Divide the median single or multi-family housing price, as applicable, (determine in Step 2) by 3.79 (buying power) to determine the annual income needed to afford an achievable housing unit.~~

~~4. Divide the annual income needed (calculated in Step 3) by the median income (determined in Step 1) to determine the achievable AMI percentage.~~

3. Is a retired person who has lived in a deed-restricted unit in the Tahoe Basin for more than seven years.

The employment requirement for occupants with incomes over 120 percent of AMI may be waived for accessory dwelling units when the unit is occupied by a family member. TRPA may include asset limits for purchasers of deed-restricted homes.

Example:

~~• Median Single Family or Multi-family Home Price (Step 1) / 3.79 = Annual Income Needed~~

~~Annual Income Needed (Step 3) / HUD County AMI (Step 2) = Achievable AMI Percentage~~

• El Dorado Median Multi-family home price of \$330,000 / 3.79 = \$87,071 Annual Income Needed

87,071 Annual Income Needed / \$65,500 HUD El Dorado AMI = 127% maximum AMI per household to be eligible for an achievable residential bonus unit

This calculation may be periodically adjusted to reflect changes in the affordability gap between median income and median home price within the Lake Tahoe Basin. Maximum AMI per county per household to be eligible for an achievable bonus unit will be available upon request from TRPA. Achievable housing units shall meet the criteria and restrictions in accordance with Chapter 52: *Bonus Unit Incentive Program*.

Achievable deed-restrictions issued before [the date this code amendment goes into effect] may utilize this definition or the definition of "achievable" in effect from December 20, 2018 to [the date this code amendment goes into effect].

ITEM #2 – Number of Driveways for ADUs

34.3.3. Numbers of Driveways

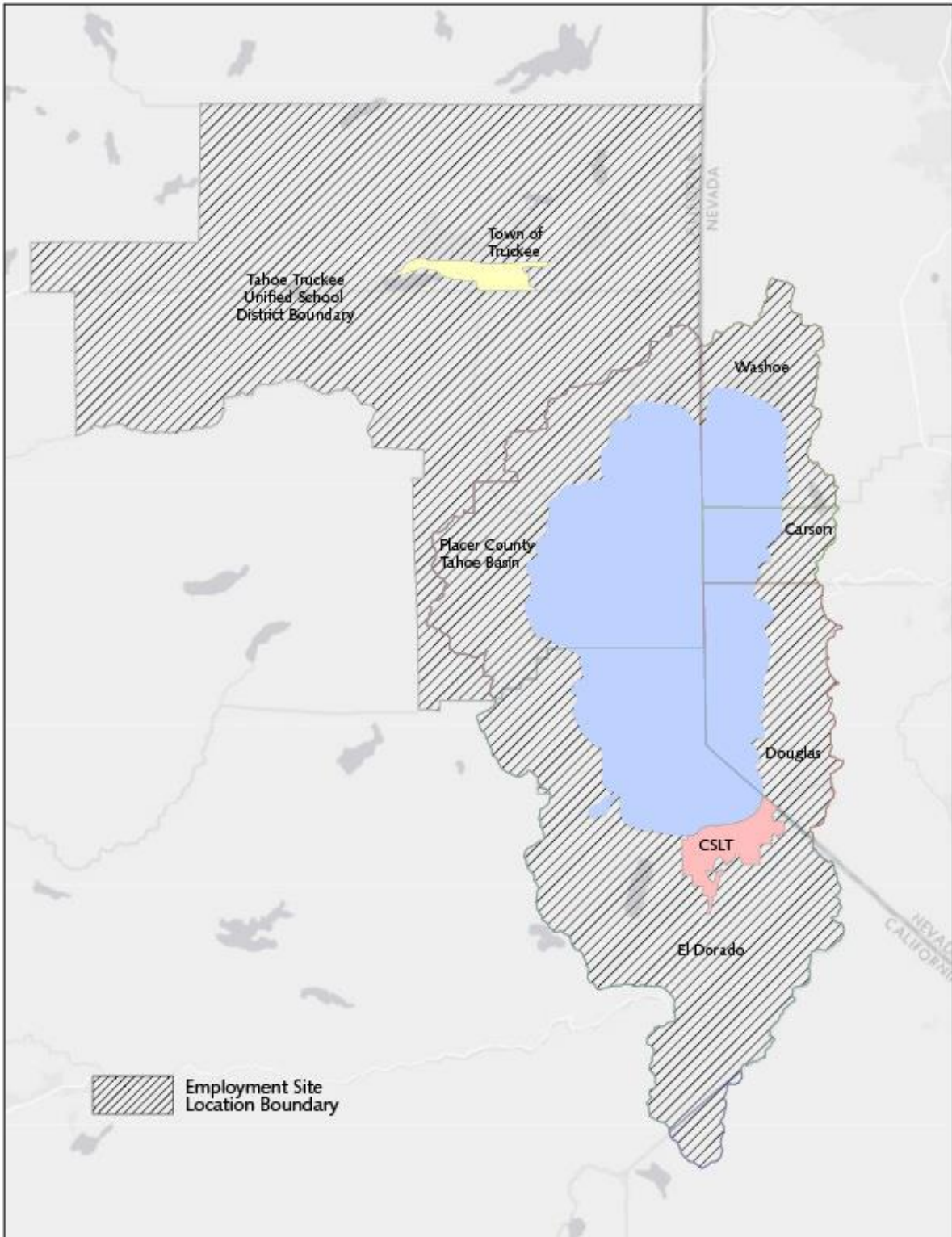
Projects generating up to 1,300 vehicle miles travelled shall be served by a single driveway with no more than two points of ingress/egress from the public right-of-way or other access road, [except as provided for in subparagraph A, below](#). Additional or transferred development that generates more than 1,300 vehicle miles travelled shall conform to the ingress/egress provisions necessary to mitigate all transportation and air quality impacts under subsection 65.2.4.

[A. Accessory Dwelling Units may be served by a separate point of ingress/egress when doing so would avoid excessive adverse environmental impacts.](#)

Attachment B

Employment Area for Achievable definition – Greater Tahoe-Truckee area

Attachment B - Map of Proposed Boundary for Employment Location Eligibility



Attachment C

Affordable, Moderate and Achievable Deed Restriction template and
Compliance Form in track changes

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

Tahoe Regional Planning Agency
Attn:
P.O. Box 5310
Stateline, NV 89449

TRPA File No. _____

**DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS
ACHIEVABLE AREA MEDIAN INCOME HOUSING ("DEED RESTRICTION")**

This Deed Restriction is made as of the ____ day of _____ 20____, by
_____ (hereinafter "Declarants").

RECITALS

A. Declarants are the owners of that certain real property located at _____, _____
County, State of _____, commonly known as Assessor's Parcel No. _____, and more
particularly described in the attached Exhibit A (the "Property").

The Grant Deed conveying the Property to Declarant was recorded on _____, as Document
No. _____, in the _____ County Recorder's Office.

B. The Property is located in the Tahoe Region as described in the Tahoe Regional Planning Compact
(P.L. 96-551, State. 3233, 1980), which region is subject to the regional plan and the ordinances
adopted by the Tahoe Regional Planning Agency ("TRPA") pursuant to the Tahoe Regional
Planning Compact.

C. Declarants received approval from TRPA on _____ (TRPA File No. _____), to
_____ (on that certain real property formerly known as Assessor's Parcel
No. _____), subject to a special condition that _____ of the _____
residential units be deed restricted as Achievable Area Median Income housing units.

D. For purposes of this deed restriction Achievable Area Median Income Housing is defined as:

Single or multi-family residential development to be used exclusively as a residential dwelling by
permanent residents [who meet one or more of the following criteria:](#)

1. [Have a household](#)~~with an~~ income not in excess of [120 percent of](#) the respective
county's [area median income \(AMI\) area median income \(AMI\) \(moderate income
households and below\)](#) and, [if purchasing the home, whose household assets do not
exceed two times the annual household income for the respective AMI category and](#)

household size; the county's area median income will be determined according to the income limits published annually by the Department of Housing and Urban Development; or

2. At least one occupant of the household works at least 30 hours per week or full-time equivalency for an employer with a business license or tax address within the Tahoe region or Tahoe-Truckee Unified School District. Full-time equivalency may be confirmed by employer; or
3. Is a retired person who has lived in a deed-restricted unit in the Tahoe Basin for more than seven years.

Such housing shall be occupied, rented and sold to households that meet one or more of the above criteria, and shall be rented and sold at prices affordable to households who meet one or more of the above criteria. The employment requirement for occupants with incomes over 120 percent of AMI may be waived for accessory dwelling units when the unit is occupied by a family member.

E. **Household Assets.** Household Assets include the sum of all real and personal property, money, and other items of value owned or controlled by all persons in the household at the time of initial purchase of a unit, including stocks, bonds, precious metals, rare collectibles and bank accounts, but not including clothing, furniture and household appliances. Certain other assets are exempt, including retirement accounts, health savings and college savings accounts.

F. **Primary Residence.** Primary Residence shall mean the occupation and use of a residence as the primary residence, which shall be determined by TRPA taking into account the following circumstances:

i. Voter Registration.

ii. Stated address on Nevada Driver's License or Nevada Identification Card;

iii. Stated address on motor vehicle registration;

iv. Stated residence for income and tax purposes;

v. Such other circumstances as well as such processes for verification and investigation deemed appropriate by TRPA in determining the applicant is continuously occupying and using the residence as a primary residence; and

vi. Primary residence status may be maintained if unforeseen circumstances arise that requires the household to temporarily leave the residence for a period not to exceed six (6) months with the intent to return, and the residence is leased to another household that meets the "achievable housing" qualifications.

achievable area median income (AMI) percentage, using the following methodology:

~~1. Determine the county's median income where the housing development will be located using income limits for a family of three published annually by the US Department of Housing and Urban Development and, if applicable, the California Department of Housing and Community Development.~~

~~2. Determine the county's median single or multi-family housing price, as applicable, where the housing development will be located using median housing prices published annually by the TRPA.~~

~~3. Divide the median single or multi-family housing price, as applicable, (determine in Step 2) by 3.79 (buying power) to determine the annual income needed to afford an achievable housing unit.~~

~~4. Divide the annual income needed (calculated in Step 3) by the median income (determined in Step 1) to determine the achievable AMI percentage.~~

~~**Please note that the AMI percentages will be rounded to increments of 5%, so the percentages generated using the above methodology may differ slightly from those reported TRPA documentation.~~

DECLARATION

1. Declarants hereby declare that, for the purpose of partially satisfying TRPA's (DATE) _____ conditions of approval, the (#) _____ residential unit(s) on the Property shall be permanently restricted to Achievable Area Median Income Housing and shall not be used as a [second home or a vacation rental](#).
2. The restrictions associated with the Property shall be disclosed to the buyer at the time of sale of the Property, through a Real Estate Disclosure form, a copy of which shall also be filed with the Tahoe Regional Planning Agency.
3. The owner of the Property shall submit an annual compliance report to TRPA. Failure to submit the required report, [or failure to comply with the requirements of this deed-restriction](#) may result in an annual fine of up to 1/10 of the current cost of a residential unit of use. [TRPA may conduct an audit at any time requesting additional documentation to verify the responses submitted in the compliance report.](#)
4. [It shall not be deemed a violation of Section 3 above if:](#)
 - i. [The head of household or individual relied upon for qualification becomes disabled and is no longer able to work as determined by TRPA in its sole discretion; or](#)
 - ii. [The head of household individual relied upon for qualification has lost full-time](#)

employment and is actively seeking reemployment as determined by TRPA in its sole discretion; or

iii. The Property is unoccupied, and the owner of the property is actively seeking to sell or lease the Property to a qualifying household as determined by TRPA in its sole discretion.

4. An owner-occupant of a Property who has provided all required annual compliance reports and who has had an increase in income so that they no longer meet the income eligibility requirements for Achievable Housing may apply to TRPA and receive an exemption to the income requirement until the unit is sold. To receive the exemption, the owner must either continue to be the occupant and provide annual compliance reports to remain eligible for the exemption and not be subject to the annual fine; or rent the unit only to an income qualified renter if no longer the occupant. When the unit is sold it may only be sold to an income qualified buyer.
5. A renter household which has had an increase in income or change in circumstances such that they no longer meet the qualifying criteria may remain in the home for up to one year, after which time the household is required to re-locate if qualifying factors have not been re-established.
56. This Deed Restriction shall be deemed a covenant running with the land or an equitable servitude, as the case may be, and shall be binding on the Declarants and Declarants' assigns, and all persons acquiring or owning any interests in the Property.
76. The owner of the parcel shall restrict the unit for which the bonus unit was awarded from being used as a second home or a vacation rental.
87. This Deed Restriction may not be revoked or modified without the prior express written and recorded consent of the Tahoe Regional Planning Agency or its successor agency, if any. TRPA is deemed and agreed to be a third-party beneficiary of this Deed Restriction, and as such, can enforce the provisions of this Deed Restriction.

IN WITNESS WHEREOF, Declarants have executed this Deed Restriction this the day and year written below.

Declarant's Signature:

Dated: _____

Name, Title
Ownership Entity

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF)
) SS.
COUNTY OF)

On _____ before me, _____ a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____ (Seal)

Name: _____
(typed or printed)

APPROVED AS TO FORM:

Tahoe Regional Planning Agency

Dated: _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF NEVADA)
) SS.
COUNTY OF DOUGLAS)

On _____ before me, _____ a Notary Public,
personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of Nevada that the foregoing paragraph
is true and correct.

WITNESS my hand and official seal.

Signature: _____ (Seal)

Name: _____
(typed or printed)



TAHOE REGIONAL PLANNING AGENCY
AFFORDABLE, MODERATE, OR ACHIEVABLE DEED-RESTRICTION
COMPLIANCE FORM

Per Chapter 52, Bonus Unit Incentive Program of the Tahoe Regional Planning Agency Code of Ordinances, property owners in the Tahoe Region have the option to deed-restrict their parcel to different affordability levels in exchange for a bonus unit. On these parcels, through a deed restriction running with the land, occupants' household income is restricted to affordable, moderate, or achievable housing limits set forth in Chapter 90, depending on the applicable income level for which the bonus unit was awarded, and the unit may not be used as a second home or a vacation rental. Deed-restrictions issued per Chapter 52 also include the requirement to disclose the restrictions associated with the unit at the time of sale of the unit, and the **requirement to submit an annual compliance report to TRPA.**

This form must be submitted by April 15 each year following the year in which the home was purchased.

- **This form can be digitally signed and submitted electronically by clicking below**
or
- **Print, sign and submit via: EMAIL to info@trpa.org, FAX to 775-588-4527, MAIL to PO Box 5310, Stateline NV 89449 or IN PERSON at the TRPA front counter located at 128 Market Street, Stateline**

Property owners may be subject to a fine of up to 1/10 of the current cost of a residential unit of use (RUU) annually for failure to submit the compliance report, deed-restriction disclosure form, or otherwise comply with the requirements of Chapter 52.

Property Information:

Check one:

Single-Family Residence/Main House Single-Family Residence/Accessory Dwelling Unit (secondary residence). For Single-Family residences, if both the main house and the accessory dwelling unit(s) are deed-restricted, one compliance form may be submitted for all units.

Multi-Family Residence. For Multi-Family Residences, one compliance form may be submitted for multiple units on one parcel.

Physical Address: _____

City: _____ State: _____ County: _____ Zip: _____

Assessor's Parcel Number (APN): _____

1. Deed-restriction affordability level:

Affordable, number of units: ____ Moderate, number of units: ____ Achievable, number of units: ____

2. Units by number of bedrooms:

The deed-restriction covers these units:

Number of studio units: ____ Number of 2-br units: ____ Number of 4-br units: ____

Number of 1-br units: ____ Number of 3-br units: ____ Number of units with 5 or more bedrooms: ____

Total number of units: ____

3. The unit was occupied by the owner throughout the last year: Yes No

3a. If yes, the owner meets the income, [employment](#) and/or rent limits established by the deed-restriction, and noted in #1, above.

Yes No

4. The unit or units was/were rented: Yes No.

4a. If yes, the renter(s) meet(s) the income, [employment](#) and/or rent limits established by the deed-restriction, and noted in #1, above.

Yes No

5. The unit HAS NOT been used as a second home or vacation rental throughout the course of the last year:

Yes No

6. The unit has been used exclusively by a permanent resident or seasonal worker throughout the course of the last year:

Yes No

If you are not able to answer yes to either of 3a. or 4a. above, please contact TRPA.

DECLARATION: I hereby declare under penalty of perjury that all information submitted as part of this compliance form is true and accurate to the best of my knowledge and I understand that should any information submitted be inaccurate, erroneous, or incomplete, TRPA may take appropriate action.

Deed Holder(s)/Property Owner(s):

Printed Name(s) _____ **Date:** _____

Signature(s): _____