

Artspace Patchogue Lofts

20 Terry Street,
Patchogue, Long Island



artspace



Artspace Patchogue Lofts

20 Terry Street, Patchogue, NY 11772
Serving Patchogue's Creative Community

Dear Applicant,

Thank you for your interest in Artspace Patchogue Lofts. The Patchogue Lofts provide 45 units of affordable housing for individuals and families, as well as 2,500 square feet of arts-oriented commercial space.

Developed by Artspace Projects, Inc., Artspace Patchogue Lofts are conveniently located in downtown Patchogue and offer residents:

- Spacious studio, one, two and three bedroom lofts ranging from 650 to 1,200 square feet,
- Open floor plans with high ceilings and durable surfaces,
- Community space with adjacent community garden,
- On-site parking with elevator access for all residents,
- Located near the LIRR, public library, grocery store, and other urban amenities.

Artspace Projects is committed to attracting creative individuals and families from diverse backgrounds. We encourage all people to apply regardless of race, color, creed, religion, employment or occupation, national origin, ethnicity, gender, gender identity, marital status, familial status, sexual orientation, and status with regard to public assistance, or physical disability. Preference will be placed on applicants who can demonstrate a commitment to the creative arts and who are residents of Suffolk County. How much income (if any) that a qualifying applicant earns from his or her artistic pursuit is not considered in assessing whether the applicant has a commitment to or participation in a creative endeavor. We are especially interested in individuals who are committed to building community and will give some of their time and energy toward this goal. An artist's creative work need not be the person's occupation or source of income. It is customary for artists to work in another field to support themselves, their dependents, and their art form.

Enclosed you will find an application and information about housing. (Please note that the information is not all-inclusive and is subject to change.) Please read and complete the application. Due to our financing for the development of the building, we may require more information than you have had to provide before when renting. The types of information that we will require are explained on the following pages.

Artspace Patchogue Lofts' Application

Applications for Artspace Patchogue Lofts are now being accepted via mail or email.

Please mail applications to: JMD/Einsidler Management Corporation
535 Broadhollow Road ---- Suite A15
Mellville, New York 11747

Please email applications to: artspace@einsidler.com

Applications available on-line at: www.artspace.org/properties/patchogue

Please read through the entire application and provide all necessary materials.

Once applications have been received, you will be contacted to begin the process to become a resident at Artspace Patchogue Lofts. At this time, a screening packet will be sent to you. All household members over the age of 18 are screened for credit, criminal, and landlord reference checks. Please return the completed application and supplemental materials for each member of the household 18 years of age or older.

When the background check has been completed and approved by an independent company, management will then begin to process your Rental Eligibility Application (REA). When filling out the REA, and the verification forms, please keep in mind that management must verify any and all items marked "Yes". To speed up the process, please be sure to enclose **copies** of the following information/documentation for **each household member over the age of 18:**

- A **copy** of driver's license and social security card.
- If Self-Employed, we will need a signed copy of last year's federal tax return, including all attachments, such as Schedules C, E and F (if applicable). If you have been self-employed for less than one-year, you will need to sign a "Self-Employment Verification" form provided by management and we will require a Profit and Loss statement.
- If on Social Security/SSI, unemployment, disability or any government assistance, a copy of the most recent award letter from the agency. This letter informs the applicant what their benefits will be for the next year.
- Any pension/annuity/VA award letters. In the absence of an award letter, you will need to bring us the address of the agency, which we will need to complete the verification form. The applicant who receives this benefit must sign the corresponding verification form for any pensions/annuities.
- A copy of your most recent bank statement(s), that includes account number and address of bank. The applicant who owns the asset must sign the corresponding verification form for any assets.
- A copy of your most recent statement of investments, such as stocks, bonds, IRA's, CD's, 401(k), Money Market funds, etc. that includes the account number and address of the bank. The applicant who owns the asset must sign the corresponding verification form for any assets.

- A copy of any real estate contracts for sale or rental the applicant may be holding that identifies the term, the amount and the interest rate. An amortization schedule, if available, would also be helpful.
- Child Support documentation. This form will need to be notarized to be accepted.
- On-going monetary gifts. This form will need to be notarized to be accepted.
- Records of a divorce decree if alimony is received.
- A copy of the closing statement if any real estate has been bought or sold within the past 2 years.
- Verification of any assets that have been disposed of over the past 2 years for less than market value.
- Copies of your pay stubs from the last three consecutive pay periods

The process of verification may take several weeks to complete. Once it has been determined that your household is income qualified to reside at Artspace Patchogue Lofts management will notify you and you may proceed with the orientation interview.

If it is determined that your household is not income qualified to reside at the property, management will notify you as soon as possible.

Artist Selection Committee: Once management has determined income eligibility and all background checks have been made, applicants will be forwarded to the Artist Selection Committee (ASC). The ASC will initially be made up of Artspace staff and local artists. The ASC will meet to talk with all members of your household and will ask questions about your commitment to the arts, to the community and your interest in living at the Artspace Patchogue Lofts. Artist interviews are typically scheduled for a half-hour time period. Prospective residents are given an opportunity to answer questions, show their portfolio/examples of their work and ask any questions they may have at that time. In the Artist Selection Committee interview, you must be prepared to demonstrate that you are actively engaged in an art form, are willing and able to contribute to a cooperative/creative environment and show a commitment to engage in the greater community. The Artist Selection Committee is a permitted preference, pursuant to HUD Handbook 4350.3 2-25, which is subject to any applicable federal, state, or local preferences.

The committee will also review the enclosed Artistic Questionnaire that you will have completed. The selection committee screens applicants to determine their participation in, and commitment to, the arts; they do not judge the content of an applicant's artistic work.

Artistic processes that are extremely noisy, require industrial zoning or involve hazardous materials will not be permitted to be conducted in the building. (Welding, woodworking, glass blowing, or amplified band practice would not be allowed.) An artist, for the purpose of this committee, is a person who is regularly engaged in a creative endeavor. This does not mean that the art the artist creates or generates the artist's main source of income. Artist shall be defined as:

1. A person who works in or is skilled in any of the fine arts, including but not limited to painting, drawing, sculpture, book art, and print-making.
2. A person who creates imaginative works of aesthetic literature, costume design,

- photography, music composition and architecture.
3. A person who creates functional art, including but not limited to jewelry, rugs, decorative screens and grates, furniture, pottery, toys, and quilts.
 4. A performer, including but not limited to singers, musicians, dancers, actors, and performance artists.

If the ASC determines that your household is qualified for Patchogue Artist Lofts you will become eligible to move in. Management will notify you in writing as soon as possible of your application status and availability of units.

Please do not give notice to your current landlord until you have received final notification of acceptance from management that you have been approved for occupancy at Artspace Patchogue Lofts.

AFFORDABILITY RESTRICTIONS: (This information may be subject to change)

Artspace Patchogue Lofts were made possible with financing that encourages affordable housing. As a result, units are restricted to residents who must meet certain income limitation and other requirements.

SOLE RESIDENCE: The unit must be the applicant's sole residence in order for the applicant to be eligible for housing.

INCOME LIMITS: The following income guidelines are set for all residents. They reflect the current maximum amounts of household income for residents and are updated on an annual basis by information provided to management from HUD. If your household income exceeds these guidelines at initial occupancy, you will not be eligible for residence. Due to the financing commitments in place, management will not qualify any households that exceed the limits noted below. Artspace Patchogue Lofts, LP and Artspace Projects, Inc. have the legal responsibility to ensure that all residents are in compliance with the income limits at the time of move-in and are required to annually re-certify each household before the household's anniversary date of occupancy.

Based on current information, your gross annual household income must be below either of the following at the time of final certification for occupancy in Artspace Patchogue Lofts:

	1 Person	2 Persons	3 Persons	4 Person	5 Persons	6 Persons
60%	\$43,560	\$49,740	\$55,980	\$62,160	\$67,140	\$72,120
50%	\$36,300	\$41,450	\$46,650	\$51,800	\$55,950	\$60,100

RENTAL RATE INFORMATION (This information may be subject to change)

Monthly rent for the following units (after Utility Allowance) will be:

<u>UNIT TYPE</u>	<u>AVERAGE SQUARE FOOTAGE</u>
Efficiency (3 units)	670 square feet

50% \$888
60% \$1070

One Bedroom (20 units) 750 square feet
50% \$943
60% \$1138

Two Bedrooms (19 units) 950 square feet
50% \$1130
60% \$1363

Three Bedrooms (3 units) 1,400 square feet
50% \$1299
60% \$1569

INTEREST LIST: If there are no available units, an applicant will be placed on an interest list on a first come first serve basis. Placement on a waiting list will be based on the date and time of receipt of the enclosed preliminary application materials. Additionally, existing residents shall be provided preference on units as they become available in accordance with the in-house move policy.

OCCUPANCY STANDARDS: The occupancy policy for Artspace Patchogue shall be:

Minimum occupancy of 1 person per bedroom

Resident(s) acknowledge and agree that, should the household's occupancy permanently fall below the standards established by ownership during the term of the household's tenancy, that the Resident(s) shall transfer into a unit within the property that meets the standards established above when an appropriate sized unit becomes available. This move shall be at the Resident's expense and within the terms established within this agreement.

FAIR HOUSING: We encourage all people to apply regardless of race, color, creed, religion, national origin, ethnicity, gender, gender identity, occupation, marital status, familial status, sexual orientation, political ideology, age, retaliation, and status with regard to public assistance, or physical disability.

SMOKE FREE COMMUNITY: Artspace Patchogue Lofts is a smoke-free facility. Resident, authorized occupants, guests, and other persons on the Property shall refrain from smoking in the unit and in any common areas of the Property.

STUDENT STATUS GUIDELINES: Because of its financing, Artspace Patchogue Lofts has eligibility restrictions for full time students at the time of initial occupancy or at any time during the household's occupancy. A unit may be occupied by a full time student if at least one member of the household is not a full time student. In general, a household cannot be occupied only by full time students. Exceptions are:

- If the full time student(s) is married and filing a joint tax return(s);
- If the student is a single parent and receives Temporary Assistance for Needy Families (AFDC);

- If the student has minor children who are also students and no one is a dependant of a third party; or
- If the student is in a job training program under the Job Training Partnership Act or a similar program.
- At least one individual was previously under the care of a foster care program.

If a household falls within these exceptions, management may require additional verification of the exception. If a full-time student household applies and does not fall under any of these exceptions, program regulations state that the household will not be eligible for residency. If an existing household that was not previously a full-time student household at the time of occupancy become a full-time household and does not meet the exceptions above during the course of their tenancy, they will be required to vacate the property.

ADDING AN ADDITIONAL PERSON TO AN EXISTING HOUSEHOLD: Additional persons may be added to the original household after the first 6 months of occupancy has been achieved by the original lease signers. Any persons requested to be added to the household must go through the same process as the original household member, including background screening. The existing household will be asked to re-certify at the same time. This allows verification of the combined household's income and puts the whole household on the same re-certification cycle. If the new household member over qualifies the household according to the tax credit program, the applicant can be accepted as a household addition with the stipulation that they have to move out when the other tenant does.

HOLDING DEPOSIT/SECURITY DEPOSIT: Management will require all applicants to provide a holding deposit and to sign a holding deposit agreement once management has determined the household is eligible for tenancy. At the time of occupancy, the holding deposit will revert to the household's security deposit. In the event the household is qualified to move into the property, but the household decides to withdraw their application, the holding deposit will be retained by management and not refunded to the applicant.

BUSINESS CONDUCTED FROM THE UNITS: The loft spaces at the Lofts have been designed to accommodate creative activity. Due to funding limitations, please know that you **may not** conduct any type of business from the residential units within the building as the units are to be used for your private dwelling.

BUSINESS CONDUCTED FROM THE COMMUNITY SPACES: Artspace Patchogue Lofts was substantially financed through the use of Low-Income Housing Tax Credits. The U.S. Internal Revenue Code, which governs how the credits are applied, is quite specific regarding matters of income qualification and the exclusion of commercial activity within residential common areas. It is incumbent upon the Ownership Entity to ensure that no action, however unintentional, jeopardizes the good standing of the project with respect to the tax credit compliance requirements.

Residents will not be allowed to engage in commercial activity in the common areas of the residential portion of the building, (hallways, community rooms, etc.) when such activity involves the extensive advertising of a specific service or product in exchange

for a specified fee, tuition, or payment, or if an explicit event, demonstration, lecture or instructional program occurs on a repetitive, defined, and continuous schedule
e.g. "...Every Tuesday and Thursday at 7:00pm October 1 through November 28...."

IN-HOUSE TRANSFERS: In-House moves are not permitted except for: 1) A reasonable accommodation or 2) A change in household composition requiring a different size unit after the first six months of occupancy.

PET POLICIES: Pets are allowed, but there are some limitations. A pet policy is available for review from JMD/Einsidler. Only common household pets are allowed and are defined as: small birds confined to cages, tropical fish in tanks no larger than 20 gallons, cats and dogs. A pet deposit of \$300.00 will be required by each tenant keeping a cat or dog in his or her dwelling unit. No more than two pets per unit. Management will allow only one dog up to 60 lbs. Violation of any of the pet policies may be grounds for removal of a pet or termination of the pet owner's tenancy or both.

UNIT MODIFICATIONS: You will be able to make some modifications to your unit to meet the needs of your discipline. All modifications must meet fire and safety codes and must be submitted in writing and signed off on by management in advance.

NOISE GUIDELINES: Quiet hours have been set for after 10 PM Sunday through Thursday evenings, and after 12 a.m. Friday and Saturday nights until 8:00a.m. Saturday and Sunday mornings. If you think noise from your unit may disturb your neighbors it is best to notify neighbors of expected duration of noise and negotiate an acceptable time for noisy activity. Neighbors may ask you to keep noise down during "non-quiet" hours. Both "noisier" households and "quieter" households need to be reasonable in their respective uses or requests during "non-quiet" hours.

HAZARDOUS MATERIALS: Tenants will be expected to store and dispose of all hazardous materials in accordance with Federal and State laws and all local ordinances.

PARKING: Parking spaces are available on-site. A minimum of one parking spot will be available to each unit. Additional spaces will assigned by Management.

Artspace Patchogue Lofts Art and Community Involvement

Please provide written answers to the following questions and **send this completed form along with the artist statement described below to JMD/Einsidler along with your financial forms.**

The Artist Selection Committee (ASC) will not be judging the quality of your writing nor the quality of your artwork, but rather the depth of your engagement and commitment to your work. We fully understand that many gifted artists cannot explain their work well. Your skill at presenting and explaining the content of your work is not as important as showing a body of work and your plan to continue producing work.

An Artist Selection Committee interview will be scheduled with you after you have passed your financial review. During the interview, you will be asked to present a portfolio of your work to the review panel that consists of artists and Artspace staff. You will be expected to speak for approximately 5 minutes about your artistic practice in general and the specific projects you will be working on if you are to move into the building. After this, the panel will ask questions about your work, about living in a cooperative environment, and about community involvement.

1. Please write an artist statement on a separate sheet of paper (max 1 page), outlining your artistic practice, and discuss the method and intention of your work. Please include how long you have been creating. You can write about specific projects that you are working on, or be more general.
2. What equipment and materials do you use in your art practice? Please be specific.
3. Artspace Patchogue Lofts depends on the active participation of its residents in order to keep growing as a creative community. Residents are typically involved in a number of committees such as community room programming, garden maintenance and development, and events planning. How do you see yourself contributing to the development of the community, and what kind of new initiatives would you like to start?

Please check the area where you have any experience or interest:

- | | |
|---|---|
| <input type="checkbox"/> Minor repairs | <input type="checkbox"/> Building security |
| <input type="checkbox"/> Cleaning and maintenance | <input type="checkbox"/> Property management |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Volunteer board of directors |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Childcare |
| <input type="checkbox"/> Gardening | <input type="checkbox"/> Recycling |

Other (please list) _____

ARTSPACE PATCHOGUE LOFTS APPLICATION

MAIL TO: Artspace Patchogue Lofts
c/o JMD/Einsidler Management Corp
535 Broadhollow Road – Suite A-15
Melville, NY 11747

Mail only one (1) application per family
by regular mail.

**(DO NOT SEND BY REGISTERED OR
CERTIFIED MAIL.)**

Check if applicable:

Suffolk County Resident (Proof of residency required)		Artist (Artist Statement will be required)	
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Each application received will be recorded. Since so many families need housing, this development will not be able to accommodate all who are eligible. As families are reached, they will be called in for an interview.

THIS INFORMATION IS TO BE FILLED OUT BY THE APPLICANT:

Name:			
Address:			Apt. No.
City:	State:	Zip:	
Date of Birth:		Driver's License number:	
Home Phone:		Email Address:	
Cell Phone:		Work Phone:	
PREVIOUS ADDRESS:		From _____ to _____	
Address:			Apt. No.
City:	State:	Zip:	
Landlord Name:		Phone:	
PREVIOUS ADDRESS:		From _____ to _____	
Address:			Apt. No.
City:	State:	Zip:	
Landlord Name:		Phone:	

FUNCTIONAL STATUS

If disabled or handicapped, does the disability or handicap require special accessibility features?	Yes	No	Features desired:
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FAMILY COMPOSITION

List all persons who will live with you (list yourself as “HEAD”)

Name	Relationship to Head of Household	Date of Birth	Sex (M/F)	Student (Y/N)	Occupation

RACIAL GROUP IDENTIFICATION - OPTIONAL

Please check one group which identifies the Head of Household. This information is for statistical purposes only and will not effect the acceptance of your application.

	Check Here		Check Here
White (non – Hispanic)		Black (non-Hispanic)	
Hispanic		American Indian or Alaska Native	
Asian or Pacific Islander			

INCOME

List all full-time, part-time and self-employment earnings for all household members

[illegible]

OTHER SOURCES OF INCOME

Welfare, Social Security, SSI, pension disability compensation, unemployment compensation, interest, baby sitting, caretaking, alimony, child support, annuities, dividends, income from rental property, Armed Forces Reserves, scholarships and/or grants.

[illegible]

CURRENT ASSETS

Bank	Type of Account – specify (Savings/Checking/CD/Money Market/Stocks and Bonds, etc.)	Account Number	Amount/ Value

OTHER ASSETS

Do you own Real Estate	Yes/No	If yes, indicate the value

Other Assets	Type	Value

How did you hear about Artspace Patchogue Lofts? (check all that apply)

Newspaper		Local Organization		Brochure/Pamphlet	
Website		Friend/Family		Other	

I DECLARE THAT THE STATEMENTS CONTAINED IN THIS APPLCIATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

WARNING: WILLFUL, FALSE STATEMENT OR MISREPRESENTATION IS A CRIMINAL OFFENSE UNDER SECTION 1001 OF TITLE 18 OF THE UNITED STATES CODE.

Signature _____ Date _____