

Artspace Patchogue Lofts

Resident Selection Criteria and Process

The following Resident Selection Criteria must be followed very carefully for all Artspace Patchogue Lofts (APL) applicants. Fair Housing Laws require Management to use the **same** criteria for determining eligibility for all applicants. There are no exceptions. APL is a 100% Tax Credit property and must follow Section 42 of the IRS Code, along with all New York Finance Authority rules.

Artspace Patchogue Lofts will provide 45 units of affordable housing.

◆ **Income** – Annual gross income cannot exceed the Area Median Income (AMI) for Suffolk County per the chart attached. The AMI income limits are updated and published yearly by HUD. Management is required to obtain third party income verification on all sources of income. Income calculations are based upon the applicant's *expected* annual gross income. For purposes of determining income eligibility, the income of personal care attendants will not be counted as household income but they will be included for the purpose of determining unit size.

◆ **Identity** - All adult family members must provide a copy of their Social Security card, and/or a valid government issued Passport. A second document or identification such as Drivers License, Picture ID, etc. are required for all adult members of the household. Copies of birth Certificates are required for all minors.

◆ **Household Size** - Prospective Residents must accept an apartment based on their household size at move-in per the chart below. Two pets per household are allowed per the APL pet policy, including one dog up to 60 lbs. All pets must be current on all required vaccinations and have a current certificate of health from a licensed veterinarian.

Studio	1 person
1 bedroom	1-2 persons
2 bedroom	2-4 persons
3 bedroom	4-6 persons

◆ **Rental History, Behavior and Conduct** - The Management Agent, JMD/Einsidler, will contact current and prior landlords for the past five years. In addition, Management will research unlawful detainer records to determine the applicant's prior history as a tenant. Based upon these verifications, Management will determine if the applicant has demonstrated an ability and willingness to live peacefully with neighbors and refrain from behavior that jeopardizes the safety and security of the housing community. Artspace Patchogue Lofts has a "No Smoking" policy that applies both in the units and inside the common areas of the property.

◆ **Reasonable Accommodation** – Laws and regulations regarding requests for Reasonable Accommodation will be followed.

◆ **Rent Paying Habits and Credit History** – Management will request credit histories on each adult member applying for residency. Based upon verifications, Management will determine if the applicant was chronically late or had other legal action initiated against him/her for debts owed or left owing rent. Any one of these circumstances shall be grounds for an ineligibility determination.

◆ **Criminal Background Checks** – A check will be made of criminal records for the past five years for all adult members of the household. Persons with a criminal record with current illegal drug usage, other drugs related offenses, or violence related offenses **will not be admitted**.

Other criminal offenses which may be grounds for rejection are offenses involving illegal weapons possession, physical violence to persons or property, domestic violence, any form of assault, breaking and entering, or burglary. Applicants who are deemed ineligible because of these past criminal records will be provided a copy of the criminal background record and provided an opportunity to respond.

◆ **Additional Criteria that will be considered:**

- a) Willingness to sign release forms for income verifications and to sign the rules and regulations.
- b) All income and assets from all sources must be disclosed and verified in writing directly from the source prior to move-in.
- c) Good housekeeping habits.
- d) Prior profile history must indicate compatibility with existing residents.

Waiting List

Applications will continue to be accepted after the building is full, and will be placed on the waiting list based on the date and time an application is received. Position rank on the waiting list does not ensure applicant of housing. All eligibility requirements must be met. The waiting list may be closed to any further applicants when the average wait for a unit exceeds one year.

If an applicant on the Waiting List is offered an apartment and refuses the offered apartment, he/she may remain on the Waiting List if the refusal reason is considered a valid reason for refusal in Management's judgment. In which case a second refusal for any reason will cause the application to be rejected and the applicant's name removed from the Waiting List. The applicant may reapply in the future.

When a unit becomes available, in-place residents requiring a different unit (handicap or larger unit) will be housed appropriately before Management moves in an applicant from the Waiting List. Transfers will be granted for medical reasons or household size only.

All rejected applicants will receive their rejection notice in writing, and if applicable a copy of their credit or criminal background report(s).

Contact

For general information about the Artspace Patchogue Lofts project, please contact Shawn McLearn (646) 413-8516, shawn.mclearen@artspace.org or Jean Kramer-Johnson, (612) 465-0233, jean.kramerjohnson@artspace.org

For questions regarding leasing and qualification, please contact JMD/Einsidler at [\(631\) 752-1414](tel:6317521414)



ARTIST INTERVIEW PROCESS

Artspace is committed to attracting creative individuals and families from diverse artistic and cultural 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. We are especially interested in individuals who are committed to building community and will give some of their time and energy toward this goal.

Artist Interview Committee

A committee comprised of local artists interviews 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 Artist Housing development. (Welding, woodworking using power tools or glass blowing would not be allowed.) An artist's creative work need not provide the primary source of income. It is customary for artists to work in another field to support themselves, their dependents, and their art form.

Artist Definition

Artist shall be defined as:

- A person who works in, or is skilled in any of the fine arts, including but not limited to, painting, drawing, sculpture, book arts, printmaking and mixed-media.
- A person who creates imaginative works of aesthetic value, including but not limited to literature, poetry, photography, music composition, choreography, architecture, film and video.
- A person who creates functional art, including but not limited to metal, textiles, paper, wood, ceramic, glass or plastic objects.
- A performer or theatrical artist, including but not limited to, singers, dancers, musicians, actors, performance artists; costume, lighting, sound, and set designers.
- In all art disciplines, a designer, technician, craftsperson, teacher or

administrator who is dedicated to using their expertise within the community to support, promote, present, and/or teach and propagate their art form through events, activities, performances and classes.

What does the Artist Interview Committee do?

The interview committee meets with prospective residents and their families, (previously income qualified by the property manager), to determine their level of commitment to the arts, their art form and their willingness to participate in the community. The interview committee does not jury the artist's work.

Who makes up the Artist Interview Committee?

Initially the committee members will come from a pool of artists, representing a range of disciplines, who have not applied to be residents of the project. Project residents in good standing will fill subsequent interview committee positions. An owner representative will also attend prospective tenant interviews.

What occurs at the interview?

The owner representative coordinates the interview, leads the meeting and acts as the liaison to the property manager.

Prior to the meeting prospective residents are asked to complete a questionnaire that is reviewed by the committee. Committee members are also provided a scoring sheet containing specific questions for prospective residents. The scoring sheet questions have been carefully chosen to prompt answers that help the committee ascertain artist and family commitment to creative activities and community. Members of the interview committee are required to limit their questions to those on the scoring sheet. Prospective residents are given an opportunity to answer questions, share their artwork and ask any questions that they may have.

Follow-up questions can be asked to help clarify an answer that has been given. Questions or comments pertaining to any of the fair housing protected classes may not be posed. Interviewees will be referred to the property manager if there are additional questions concerning the project or their application status.

Fair Housing

All artists who serve on the artist interview committee will receive fair housing training. Fair housing practices will be followed in all aspects of the interviews and meetings.

Scoring

- Each question must be scored
- Each adult applicant is scored separately, but the household is accepted or rejected in whole. Only one member of a household needs to demonstrate a commitment as a practicing artist, in order to qualify for the artist preference.
- Each approval or disapproval must be defensible by the interviewer and substantiated by the scoring sheet

- Scoring sheets must be signed and notations made as to approval or disapproval of applicant
- Applicants are accepted or rejected based on a majority decision

Guidelines

- Each interview committee is comprised of 3-5 members
- Interviews are lead by the owner representative or by a person designated by the owner
- Residents on the interview committee must be in good standing (no outstanding rent or fees and no lease violations) management will confirm good standing
- Any member of the committee who does not adhere to the process or guidelines of the artist selection committee, that member will be removed from the committee pool
- All interviews are confidential

Artist involvement is an essential component of every Artspace project. Although this process may seem formal, it is extremely important. We want to be sure that every applicant that comes before the interview committee is treated consistently and fairly.

Artspace Patchogue Lofts Frequently Asked Questions

1. What are the Artspace Patchogue Lofts?

Located one block off Main Street in downtown Patchogue, this newly constructed 5-story building includes 45 units of affordable live/work housing and 2,500 square feet of commercial space. It provides a sustainable and affordable home for artists and arts organizations to live, create, display, and perform their work.

2. What is Artspace Projects, Inc.?

Artspace is a non-profit corporation whose mission is “to create, foster, and preserve affordable space for artists and arts organizations.” Our development activities have included construction/renovation of over 900 units of live/work space for low/moderate income artists. Artspace now owns 27 buildings in thirteen states, of which there are 19 live/work projects, three working studio buildings, and one performing arts center.

3. Who can apply to live at the Lofts?

Artspace Patchogue Lofts and Artspace are committed to attracting creative individuals and families from diverse artistic and cultural backgrounds. We encourage all people to apply regardless of race, color, creed, religion, national origin, ethnicity, gender, marital status, familial status, sexual orientation, and status with regard to public assistance, or physical disability. We are especially interested in individuals who are committed to building community and will give some of their time and energy toward this goal.

4. How many units are there; what size are they; and what will the range of rents be?

We are building 45 units of housing, including efficiency, one, two, and three-bedroom units ranging in size from 650-1200 square feet. All apartments will have 10 foot or higher ceilings, durable surfaces including concrete or vinyl tile floors, natural lighting, and oversize doors, hallways, and elevator. At this point in time the rents would range from approximately \$817 for an efficiency to \$1480 for a three-bedroom unit.

Residents will be responsible for paying their own telephone, electric, cable, and internet bills in addition to their rent. Units have forced air heating and air conditioning, operable windows, shower and tub, utility sink, and movable wall/doors to bedrooms. One parking space per unit is provided.

5. What amenities are in the area?

Artspace Patchogue Lofts are located just one block off Main Street in Downtown Patchogue, within walking distance of the LIRR, public library, grocery store, and shoreline.

6. How do you define low income?

There are entry-qualifying income guidelines imposed on our projects due to the sources of financing we use. As of 2010, the annual maximum income for an individual is \$43,560, \$49,740 for a couple, and \$62,160 for a family of four. These income

guidelines are based on the area median family income of Suffolk County and can change yearly. You must submit income information annually. You will not be required to move if your income increases, but you may be required to pay a higher market rate rent. This must be your only residence.

7. How is income determined?

If self –employed, we will use Schedule C and use your net income after business expenses. If employed, your annual gross income and 3 months check stubs will be used to determine current income. Gross income from all sources must be included and verified via employer, with copies of pay stubs and/or a W-2 and tax return.

8. What about assets, pensions, spousal and child support, homeownership, temporary income, disability income, Section 8 Vouchers and student financial aid?

All income from assets is added as part of the family annual income. Income also includes any disability, SSI, child support payments, etc. Applicants who own real estate may also qualify, depending on the net income generated from the real estate asset. Persons with Section 8 vouchers are encouraged to apply.

9. How do student loans, bankruptcies and credit ratings affect qualification?

Background checks are completed to verify applicants' credit and establish a history of past credit problems. Documented extenuating circumstances such as a divorce or medical problems may be cause for waiving credit requirements or to justify recent bankruptcy.

10. Do Suffolk County residents get priority?

Yes. A preference has been designated during initial lease-up for artists who live in Suffolk County.

11. How is family defined?

You must be over 18 to apply. Each adult in the household must supply qualifying information, one application per unit. The total household income must fall below the maximum amount. A family may be adults who choose to live together.

12. Do I qualify if I am a full time student?

There are specific exceptions for full time students to qualify for housing at Tax Credit properties:

*All members of the household are married and file a joint IRS tax return.

*The household consists of single parent(s) and their minor child, and no one in the household is a dependent of a third party.

*At least one member of the household receives assistance under Title IV of the Social Security Act.

*At least one member of the household is participating in an officially sanctioned job training program.

13. Can I add a roommate or family member?

Yes, but any additions to your household must be approved in advance and subject to the same background checks and income/asset verifications. Family additions must also not increase total household income above income limit at time of move-in.

14. Can I sublet my unit?

No, subletting is not allowed in the Tax Credit program.

15. What about insurance?

Tenants will be encouraged to carry renters' insurance.

16. What will be provided and what kind of improvements will I need to make?

Your new home at the Artspace Patchogue Lofts will have all the amenities of a residential unit built to code. It will include bathroom, kitchen, and bedrooms with an open design to allow for flexible use of the space. You will be able to make some modifications to your unit, such as lighting and storage, to meet the needs of your discipline. All modifications must meet fire and safety codes and be approved by management in writing.

17. Who will manage the property?

JMD/Einsidler Management Corporation will oversee general operations and maintenance of the property. We expect that tenant committees will coordinate resident activities in the common areas.

18. Will artists be able to make and sell works, teach classes, and have space open to the public?

Your live/work unit is primarily a residential unit with space for you to make your work. It is not a commercial space for selling work. A business with regular hours cannot be operated out of a residential unit.

19. How do we dispose of hazardous materials?

The Artspace Patchogue Lofts are primarily residential spaces designed to accommodate creative activities. They are not appropriate for some disciplines, such as welding, woodworking, or glassblowing. Tenants are discouraged from using toxic materials. Tenants will be expected to store and dispose of all hazardous materials in accordance with New York state law and all Village of Patchogue ordinances.

Application Procedure and Timetable:

Applications are now available with occupancy expected in January 2011. We will only accept applications by mail or email only October 11- 29. Applications will be time and date stamped. When all paperwork is completed the applicant will be notified of their acceptance or rejection. If a rejection was based on the background check, the applicant will be provided a copy of the report, and be given a chance to have the reported information corrected and the application reviewed.

Before first month's rent and deposits are due, we will have an open house to show tenants model units. All tenants will have a one-year lease, which will renew on a month- to-month basis at end of the initial term. After all units have been filled, a waiting list will be started.

Applications will be processed by JMD/Einsidler. Please mail applications to:

JMD/Einsidler Management Corporation
535 Broadhollow Road -- Suite A15
Mellville, New York 11747

or email to: artspace@einsidler.com

More information and application materials can be found at: www.artspace.org/properties/patchogue

Questions about the Artspace Patchogue Lofts should be addressed to Shawn McLearen, (646) 413-8516, shawn.mclearan@artspace.org or Jean Kramer-Johnson, (612) 465-0233, jean.kramerjohnson@artspace.org
Questions regarding income verification should be addressed to JMD/Einsidler, (631) 752-1414

Artspace Patchogue Lofts



Proposed Rents*:

Number of Units Available	Unit Size	Number of Persons Allowed Per Unit	Percentage of Area Median Income	Gross Rent	Utility Allowance	Total Tenant Paid Rent
1	Efficiency	1 person	60%	\$1,089	\$19	\$1,070
2	Efficiency	1 person	50%	\$907	\$19	\$888
16	1 Bedroom	1-2 persons	60%	\$1,166	\$28	\$1,138
4	1 Bedroom	1-2 persons	50%	\$971	\$28	\$943
3	2 Bedroom	2-4 persons	60%	\$1,399	\$36	\$1,363
16	2 Bedroom	2-4 persons	50%	\$1,166	\$36	\$1,130
2	3 Bedroom	4-6 persons	60%	\$1,616	\$47	\$1,569
1	3 Bedroom	4-6 persons	50%	\$1,346	\$47	\$1,299

*Subject to change with published allowable limits.

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

*Subject to change with published allowable limits.