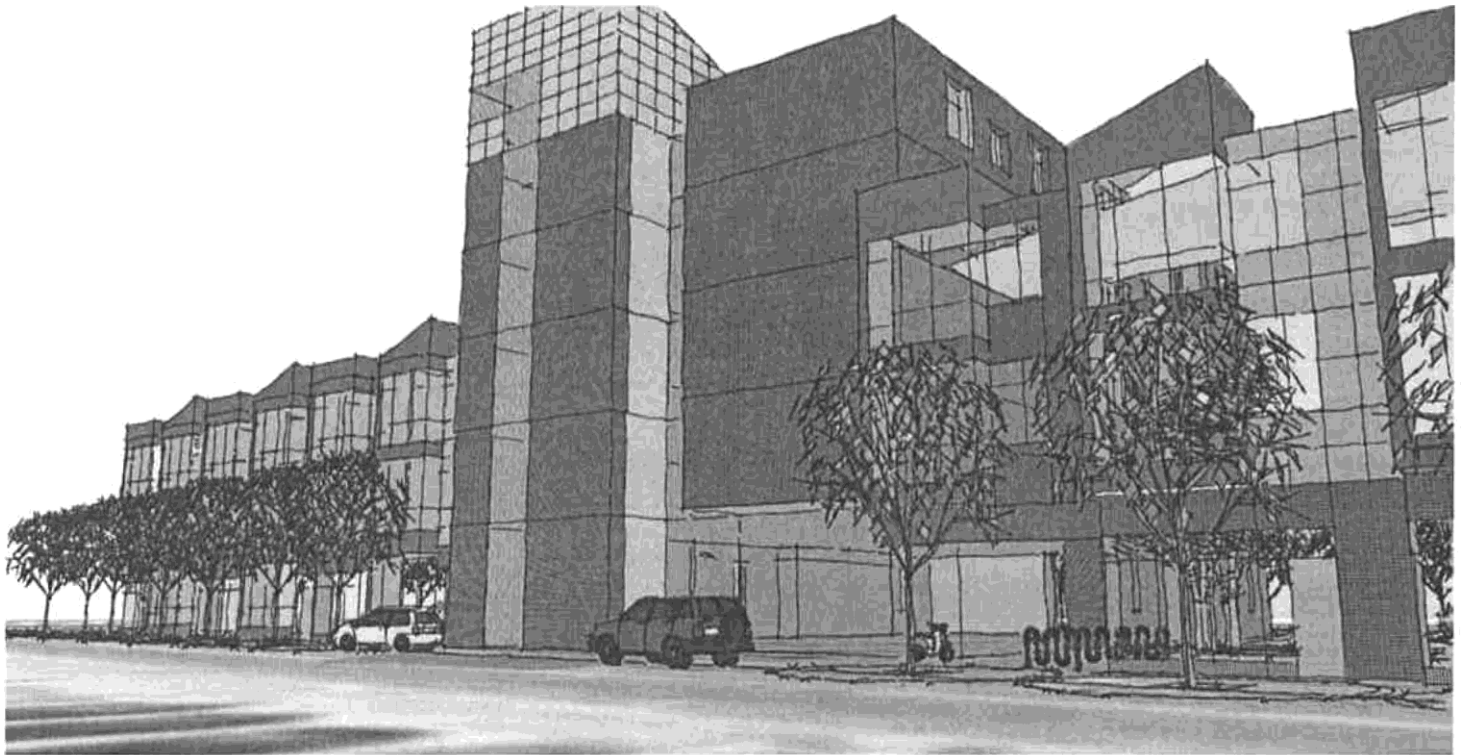


Artspace Patchogue Lofts

20 Terry Street,
Patchogue, Long Island



artspace

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
Melville, New York 11747

Applications available on-line at: <https://www.jmdeinsidler.com/applications/>

Please read through the entire application and be prepared to provide all necessary materials when you are notified that an apartment may be available.

All household members over the age of 18 are screened for credit, criminal, and landlord reference checks.

- A driver's license and social security card.
- Copies of your pay stubs from the last six (6) consecutive pay periods
- 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 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.
- Copies of your last 6 months of bank statements, that includes account number, address of bank and all pages of the bank statements. 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, CO'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.

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 will be contacted to schedule the Artist Selection Committee 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 limitations 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 (2022), 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%	\$64,680	\$73,920	\$83,160	\$92,340	\$99,780	\$107,160
50%	\$53,900	\$61,600	\$69,300	\$76,950	\$83,150	\$89,300

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

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

UNIT TYPE	AVERAGE SQUARE FOOTAGE
Efficiency (3 units)	670 square feet
50% \$ 905.00	
60% \$1,096.00	
One Bedroom (20 units)	750 square feet
50% \$ 951.00	
60% \$1,156.00	
Two Bedrooms (18 units)	950 square feet
50% \$1,225.00	
60% \$1,380.00	
Three Bedrooms (4 units)	1,400 square feet
50% \$1,302.00	
60% \$1,586.00	

WAITING LIST: If there are no available units, an applicant will be placed on an waiting 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 dependent of a third party; or
- If the student is in a job training program under the Job Training Partnership Act or a similar program.
- 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.

SECURITY DEPOSIT: Management will require all successful applicants to provide a security deposit equal to one (1) month's rent.

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.

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

Household Member	Name of Employer	Address of Employer	Gross Weekly Earnings

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.

Household Member	Type of Income	Amount	Indicate weekly/monthly

CURRENT ASSETS

Bank	Type of Account - specify (Savings/Checking/CO/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 _____

Artspace Patchogue Lofts

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 State Housing Finance Agency 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 Driver's 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.

Pet Policy - 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.

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 and Sex Offender 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 applicant 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 questions regarding Artspace Patchogue Lofts including leasing and income qualification, please contact Janet Meyerson at JMD/Einsidler at 631 961-1115 or jmeyerson@einsidler.com.

For general information about housing provided by Artspace, please contact Jennifer Marmol at jmarmol@artspace.org

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?

Project residents in good standing may serve on the interview committee. An owner representative will also attend prospective tenant interviews.

What occurs at the interview?

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
- 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

Where 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.

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/workspace 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.

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.

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

There are 45 units of housing, including efficiency, one, two, and three-bedroom units ranging in size from 650-1200 square feet. All apartments 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 \$905 for an efficiency to \$1586 for a three-bedroom unit. Residents will be responsible for paying their own telephone, electric, cable, and internet bills in addition to their rent and will be billed separately for the HVAC system which provides heating and air conditioning. Units have forced air heating and air conditioning and operable windows. One parking space per unit is provided but spaces are not assigned.

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.

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 2022, the annual maximum income for an individual is \$61,080, \$69,780 for a couple, and \$87,180 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.

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.

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.

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.

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.

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.

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.

Can I sublet my unit?

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

What about insurance?

Tenants will be encouraged to carry renters' insurance.

What will be provided and what kind of improvements will/ 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 a 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.

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.

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.

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:

We will accept applications by mail or email. 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.

Applications will be processed by JMD/Einsidler.

Please mail applications to:

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

or email to: jmeyerson@einsidler.com

Questions regarding income verification should be addressed to JMD/Einsidler, (631) 961-1115 or jmeyerson@einsidler.com