

ARTSPACE EL PASO LOFTS



Dear Applicant:

Welcome to Artspace El Paso Lofts and thank you for your interest in our new and exciting community!

To expedite your application process, below are basic instructions for completing your rental application. Starting on Monday August 15, 2016, rental applications will be available online and at public locations throughout El Paso.

****PLEASE READ CAREFULLY. WE WILL ONLY ACCEPT COMPLETED APPLICATIONS****

HOW TO APPLY:

Rental applications will be available:

- Online at www.artspace.org/elpaso > click on the **Leasing** tab
**Original TAA application will need to be picked up from one of the locations listed below.*
- Main Library at 501 N. Oregon Street, El Paso, TX 79901 **on August 18 & 23 | 5:30PM – 7:00PM**
- Jose Cisneros Cielo Vista Library at 1300 Hawkins, El Paso, TX 79925 **on August 20 | 12:00 Noon - 2:00PM**
- Westside Library at 125 Belvidere, El Paso, TX 79912; **on August 24 | 4:00PM-5:30PM**
- El Paso Museum of Art at One Arts Festival Plaza at the C2 Gallery, El Paso TX 79901, **August 25 | 5:30PM-7:00PM**



- Judge Edward Marquez Library at 601 N. Yarbrough, El Paso, TX 79915, **on August 26 | 2:00PM-4:00PM**
- Richard Burges Library at 9600 Dyer, El Paso, TX 79924, **on August 27 | 4:00PM-6:00PM**

Completing your application packet:

- Fill out the rental application in its entirety, printing clearly.
- Gather supporting documentation, as applicable on the “**Documents Needed Form**”^(attached)
- Application fee payable to **Artspace El Paso Lofts** in the amount of \$14.00 per adult
(Cashier’s check or money orders only; CASH WILL NOT BE ACCEPTED.)

SUBMITTING YOUR RENTAL APPLICATION:

On September 1, 2016, rental applications will be accepted at **El Paso Community Foundation, located at 333 N. Oregon Street; Rental applications will be accepted on a first-come/ first-serve basis.**

What you should bring with you to expedite the application process:

- Completed and signed rental application
- Application fee of \$14.00 per adult in a money order or cashier’s check payable to **Artspace El Paso Lofts**

Your rental application will be ‘date stamped’ upon receipt and you will be placed on the prospect waitlist. Someone from our professional lease-up team will contact you in the very near future to schedule an appointment. At this scheduled appointment, we will review your rental application with you, collect a refundable \$100 rental application deposit, and provide you with a list of documents that we will need to proceed.

Important Note: Submitting your rental application does not constitute or guarantee acceptance of housing at Artspace El Paso Lofts.

APPLICANT QUALIFYING & SCREENING PROCESS:

All applicants who have at least one (1) member of the household who meet the Artists preference will be given priority over non-artist applicants. Applicants who do not meet the Artist preference will be placed on a waitlist.

<p>Please check ONE below as it applies to your household:</p> <p><input type="checkbox"/> Household <u>meets</u> the Artist preference</p> <p><input type="checkbox"/> Household <u>does not</u> meet the Artist preference</p>

Printed name: _____ Signature: _____



Once your rental application has been submitted with the applicable application fee(s), refundable \$100 application deposit, and required documentation, your application will be processed. A credit, criminal and rental history background screen will be conducted on all household members age 18 years and older. This process can take up to 7-10 business days. If any corrections or additional information is needed, we will contact you. All corrections will need to be completed within 24 hours after we notify you. This process can repeat until our lease-up team has received an **Approval** or **Denial** from the Compliance Department.

Applicants meeting the established household income and background qualifications will then be notified to setup an appointment for the Artist Selection Interview.

QUESTIONS:

If you have any questions regarding the rental application process or the required documents, please contact **Ish-shah Alarcon**, Property Manager at artspace@uahmgt.com or by telephone at 915-881-3364.

IMPORTANT NOTICE:

Do not submit a *Notice-to-Vacate* to your current Landlord until you have received notification from the professional lease-up team at Artspace that your application has been officially approved. If your rental application is not approved you will be notified in writing.

Artspace El Paso Lofts is financed using IRS Section 42 Affordable Housing Tax Credits. Our rental rates are set according to Federal Household Income guidelines. We do accept housing assistance programs such as HUD Choice Section 8 Vouchers.

Thank you again for your interest in Artspace El Paso Lofts. We look forward to assisting you with your new apartment home.

Sincerely,

Artspace El Paso Lofts Staff

Artspace El Paso Lofts, UAH Property Management, LP and Artspace are equal housing opportunity providers.

Artspace El Paso Lofts is Professionally Managed By



Artspace El Paso Lofts

601 N. Oregon Street, El Paso, TX 79901

915-881-3364 / 1-800-735-2989 (TTY)

artspace@uahmgt.com

www.artspace.org



Rental Rates

1 Bedroom \$239 - \$534
2 Bedrooms \$277 - \$631
3 Bedrooms \$313 - \$722

Deposit

\$300.00
\$300.00
\$400.00

Square Feet

874 sq. ft.
1100 sq. ft.
1805 sq. ft.

(Note: Rental Rates are subject to change and unit square feet may vary)

Utilities

Electric – Resident Pays

Telephone, Cable, Internet – Resident Pays

Water, Trash, and Sewer – Owner Pays

Lease Term

12- Month Lease

Pet Deposit

Refundable \$300 Security Deposit*

(*Only Money Orders or Cashier's Check will be accepted)

Application Fee

\$ 13.00 per adult 18+*



2016 Income Limits

AMFI %	Number of Household Members					
	1	2	3	4	5	6
30%	\$ 11,010	\$ 12,600	\$ 14,160	\$ 15,720	\$ 16,980	\$ 18,240
50%	\$ 18,350	\$ 21,000	\$ 23,600	\$ 26,200	\$ 28,300	\$ 30,400
60%	\$ 22,020	\$ 25,200	\$ 28,320	\$ 31,440	\$ 33,960	\$ 36,480

Your household cannot exceed the maximum income limits listed above. After all required documentation has been submitted, your rental application and supporting documentation will be reviewed and the decision to Approve or Deny your rental application will be made by the Artspace El Paso Lofts Compliance Department.

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ARTSPACE EL PASO LOFTS / 601 N. Oregon Street, El Paso, TX, 79901
LEASING INFORMATION: ARTSPACE@UAHMGT.COM // ARTSPACE.ORG/ELPASO

As applicable to everyone in your household, please bring the following information to your interview to expedite the process.

(For your convenience, photocopies of original documents will be made at our office.)

1. The name, address, and phone/fax number for all verifying parties/providers for any of the relevant information below.

2. **All income sources for the entire household: (*The below is not an all-inclusive list.*)**
 - W-2 forms/Tax Return for the most current year
 - 6 consecutive pay stubs from employer showing year-to-date income. Include a payroll statement regarding date of hire.
 - Self-employment: Schedule C from Tax Return or Accountant statement, etc.
 - Benefit/award letter from Unemployment, Social Security Administration, Veteran's Department, TANF/Welfare, Child Support, Alimony, other pensions, etc. Information regarding family support/cash gifts, etc.
 - For adult students: name of school, class schedule, information regarding tuition and financial aid.
 - Proof of custody for dependent children due to divorce, etc. (Divorce Decree)
 - Attorney General print out for child support verification.

3. **All asset sources for the entire household (ALL accounts) from banks, credit unions, etc.:**
 - Checking: Six (6) current and consecutive account statements.
 - Savings: One (1) most current account statement for each account.
 - Real estate (home, mobile home, land, etc.): information about current market value, loan balances, property tax statements, joint ownership, rental income, etc.
 - Stocks, bonds, investments, etc.: current account statements
 - Any information regarding any type of interest income not mentioned above.
 - WHOLE or TERM life insurance policies: pages showing date of purchase, name of insurer, and escrow pages (showing cash value), etc.

4. **Personal information needed for all household members:**
 - Proof of Birth and Social Security number.
 - Alien registration cards if applicable to prove Citizenship eligibility
 - Picture I/D for ALL adult members
 - Proof of custody for dependent children due to divorce, etc.

Documents not listed above may be requested to determine eligibility.



Rental Application for Residents and Occupants

TEXAS APARTMENT ASSOCIATION

Each co-resident and each occupant over 18 must submit a separate application.
Spouses may submit a joint application.

M E M B E R

Date when filled out: _____

ABOUT YOU

Full name (exactly as on driver's license or gov't ID card): _____

Your street address (as shown on your driver's license or gov't ID card): _____

Driver's license # and state: _____
OR gov't photo ID card #: _____

Former last names (maiden and married): _____

Social Security #: _____ Birthdate: _____

Ht.: _____ Wt.: _____ Sex: _____ Eye color: _____ Hair: _____

Marital Status: single married divorced widowed separated

U.S. citizen? Yes No Do you or any occupant smoke? Yes No

Will you or any occupant have an animal? Yes No

Kind, weight, breed, age: _____

Current home address (where you now live): _____ Apt. # _____

City/State/Zip: _____

Home/cell phone: (____) _____ Current rent: \$ _____

E-mail address: _____

Apartment name: _____

Name of owner or manager: _____

Their phone: _____ Date moved in: _____

Why are you leaving your current residence? _____

Previous home address (most recent): _____ Apt. # _____

City/State/Zip: _____

Apartment name: _____

Name of owner or manager: _____

Their phone: _____ Previous monthly rent: \$ _____

Date you moved in: _____ Date you moved out: _____

YOUR WORK

Current employer: _____

Address: _____

City/State/Zip: _____

Work phone: (____) _____

Position: _____

Your gross monthly income is over: \$ _____

Date you began this job: _____

Supervisor's name and phone: _____

Previous employer (most recent): _____

Address: _____

City/State/Zip: _____

Work phone: (____) _____

Position: _____

Gross monthly income was over: \$ _____

Dates you began and ended this job: _____

Previous supervisor's name and phone: _____

YOUR CREDIT HISTORY

Your bank's name: _____

City/State/Zip: _____

List major credit cards: _____

Other non-work income you want considered. Please explain: _____

Past credit problems you want to explain. (Use separate page)

YOUR RENTAL/CRIMINAL HISTORY

You must check if applicable.

Have you, your spouse, or any occupant listed in this application ever:

- been evicted or asked to move out?
- moved out of a dwelling before the end of the lease term without the owner's consent?
- declared bankruptcy?
- been sued for rent?
- been sued for property damage?
- been charged, detained, or arrested for a felony or sex crime that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision, or pretrial diversion?
- been charged, detained, or arrested for a felony or sex-related crime that has not been resolved by any method?

Please indicate below the year, location, and type of each felony or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. _____

You represent that the answer to any item not checked above is "no."

YOUR SPOUSE

Full name: _____

Former last names (maiden and married): _____

Social Security #: _____

Driver's license # and state: _____
OR gov't photo ID card #: _____

Birthdate: _____

Ht.: _____ Wt.: _____ Sex: _____ Eye color: _____ Hair: _____

Are you a U.S. citizen? Yes No

Current employer: _____

Address: _____

City/State/Zip: _____

Work phone: (____) _____ Cell phone: (____) _____

Position: _____

E-mail address: _____

Date began job: _____ Gross monthly income is over: \$ _____

Supervisor's name and phone: _____

OTHER OCCUPANTS

Names of all people who will occupy the unit without signing the lease. Continue on separate page if more than three.

Name: _____ Relationship: _____

Sex: _____ DL or gov't ID card# and state: _____

Birthdate: _____ Social Security #: _____

Name: _____ Relationship: _____

Sex: _____ DL or gov't ID card# and state: _____

Birthdate: _____ Social Security #: _____

Name: _____ Relationship: _____

Sex: _____ DL or gov't ID card# and state: _____

Birthdate: _____ Social Security #: _____

YOUR VEHICLES

List all vehicles (cars, trucks, motorcycles, trailers, etc.) owned or operated by you, your spouse, or any occupant. Continue on separate page if more than three.

1. Make, model, and color: _____
Year: _____ License #: _____ State: _____
2. Make, model, and color: _____
Year: _____ License #: _____ State: _____
3. Make, model, and color: _____
Year: _____ License #: _____ State: _____

WHY YOU WANT TO RENT HERE

Were you referred? Yes No If yes, by whom? _____

Name of locator or rental agency: _____

Name of individual locator or agent: _____

Name of friend or other person: _____

Did you find us on your own? Yes No If yes, fill in information below:

Internet site: _____

Rental publication: _____ Stopped by _____

Newspaper: _____ Other: _____

EMERGENCY

Emergency contact person over 18 who will not be living with you:

Name: _____

Address: _____

City/State/Zip: _____

Work phone: (____) _____ Home phone: (____) _____

Cell phone: (____) _____ Relationship: _____

If you die or are seriously ill, missing, or incarcerated according to an affidavit of (check one or more) the above person, your spouse, or your parent or child, we may allow such person(s) to enter your dwelling to remove all contents, as well as your property in the mailbox, storerooms, and common areas. If no box is checked, any of the above are authorized at our option. If you are seriously ill or injured, you authorize us to call EMS or send for an ambulance at your expense. We're not legally obligated to do so.

AUTHORIZATION

I or we authorize (owner's name) Artspace El Paso
Lofts Housing, LP.

to: (1) share the information above with the owner's electric provider; and (2) verify the information above by all available means, including reports from consumer-reporting agencies before, during, and after tenancy on matters relating to my lease, as well as income history and other information reported by employers to any state employment-security agency (e.g., Texas Workforce Commission). Work-history information may be used only for this Rental Application. Authority to obtain work-history information expires 365 days from the date of this application.

Applicant's signature _____

Spouse's signature _____

Contemplated Lease Contract Information

To be filled in only if the Lease Contract is not signed by the resident or residents at the time of application for rental.

The TAA Lease Contract to be used must be the latest version of (**check one**): the Apartment Lease, the Residential Lease, or the Condominium/Townhome Lease, unless an earlier version is initialed by resident(s) and attached to this application. The blanks in the contract will contain the following information:

- Names of all residents who will sign the Lease Contract _____
- Name of owner or lessor Artspace El Paso Lofts Housing, LP.
- Property name and type of dwelling (*bedrooms and baths*) _____
- Complete street address 601 N. Oregon Street
City/State/Zip El Paso, TX 79905
- Names of all other occupants not signing Lease Contract (*persons under age 18, relatives, friends, etc.*) _____
- Total number of residents and occupants _____
- Our consent is necessary for guests staying longer than _____ days
- Beginning date and ending dates of Lease Contract _____
- Number of days' notice for termination _____
- Total security deposit \$ _____ Animal deposit \$ _____
- # of keys/access devices for ___ unit, ___ mailbox, ___ other _____
- Total monthly rent for dwelling unit \$ _____
- Rent to be paid: at the onsite manager's office, through our online payment site, **OR** at _____
- Prorated rent for: first month **OR** second month _____
- Late charges due if rent is not paid on or before _____
- Initial late charge \$ _____ Daily late charge \$ _____
- Returned-check charge \$ _____
- Animal-rules-violation charges: Initial \$ _____ Daily \$ _____
- The dwelling is to be furnished **OR** unfurnished.
- Utilities paid by owner (**check all that apply**): electricity, gas, water, wastewater, trash/recycling, cable/satellite, master antenna, Internet, stormwater/drainage, other _____
- Utility-connection charge \$ _____
- You are (**check one**): required to buy insurance, not required to buy insurance.
- Agreed reletting charge \$ _____
- Security-deposit refund check will be by (**check one**):
 one check jointly payable to all residents (*default*), **OR**
 one check payable and mailed to _____
- Your move-out notice will terminate Lease Contract on (**check one**):
 last day of the month, **OR** exact day designated in your move-out notice.
- If the dwelling unit is a house or duplex, owner will be responsible under paragraph 12.2 of the Lease Contract for lawn/plant maintenance, lawn/plant watering, lawn/plant fertilization, picking up trash from grounds, trash receptacles.
You will be responsible for anything not checked here.
- You will be responsible for the first \$ _____ of each repair.
- Special provisions regarding parking, storage, etc. (*see attached page, if necessary*): _____

Application Agreement

- 1. Lease Contract Information.** The Lease Contract contemplated by the parties is attached—or, if no Lease Contract is attached, the Lease Contract will be the current TAA Lease Contract noted above. Special information and conditions must be explicitly noted on an attached Lease Contract or in the Contemplated Lease Information above.
- 2. Application Fee (may or may not be refundable).** You have delivered to our representative an application fee in the amount indicated in paragraph 14 below, and this payment partially defrays the cost of administrative paperwork.
- 3. Application Deposit (may or may not be refundable).** In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated in paragraph 14. The application deposit is not a security deposit, but it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; **OR** it will be refunded under paragraph 10 if you are not approved; **OR** it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraph 6 or 7, if you fail to answer any question, or if you give false information.
- 4. Approval When Lease Contract Is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve your application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
- 5. Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve your application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
- 6. If You Fail to Sign Lease After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within three days after we give you our approval in person, by telephone, or by email, or within five days after we mail you our approval. If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages and terminate all further obligations under this agreement.
- 7. If You Withdraw Before Approval.** You and any co-applicants may not withdraw your application or the application deposit. If, before signing the Lease Contract, you or any co-applicant withdraws an application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.
- 8. Completed Application.** An application will not be considered completed and will not be processed until all of the following have been provided to us (*unless not checked*): a separate application has been fully filled out and signed by you and each co-applicant; an application fee has been paid to us; an application deposit has been paid to us. If no item is checked, all are necessary for the application to be considered completed.
- 9. Nonapproval in Seven Days.** We will notify you whether you've been approved within seven days after the date we receive a completed application. Your application will be considered disapproved if we fail to notify you of your approval within seven days after we have received a completed application. Notification may be in person, by mail, or by telephone unless you have specified that notification be by mail. You must not assume approval until you receive actual notice of approval.
- 10. Refund After Nonapproval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 9, we'll refund all application deposits required by law to be refunded within _____ days (*not to exceed 30 days; 30 days if left blank*) of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
- 11. Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 6, 9, or 10 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.
- 12. Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
- 13. Keys or Access Devices.** We'll furnish keys and access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full.
- 14. Receipt.** Application fee (*may or may not be refundable*):\$ _____
Application deposit (*may or may not be refundable*):\$ _____
Administrative fee (*refundable only if not approved*):\$ _____
Total of above fees and application deposit:\$ _____
Total amount of money we've received to this date:\$ _____
- 15. Signature.** Our representative's signature indicates our acceptance only of the above application agreement. It does not bind us to approve your application or to sign the proposed Lease Contract.

If you are seriously ill or injured, what doctor may we notify? (We are not responsible for providing medical information to doctors or emergency personnel.)

Name: _____ Phone: (_____) _____

Important medical information in emergency: _____

Acknowledgment. You declare that all your statements on the first page of this application are true and complete. You authorize us to verify your information through any means, including consumer-reporting agencies and other rental-housing owners. **You acknowledge that you had an opportunity to review our rental-selection criteria, which include reasons your application may be denied, such as criminal history, credit history, current income, and rental history. You understand that if you do not meet our rental-selection criteria or if you fail to answer any question or give false information, we may reject the application, retain all application fees, administrative fees, and deposits as liquidated damages for our time and expense, and terminate your right of occupancy.** Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover from the non-prevailing party all attorney's fees and litigation costs. We may at any time furnish information to consumer-reporting agencies and other rental-housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations. Fax or electronic signatures are legally binding. You acknowledge that our privacy policy is available to you.

Right to Review the Lease. Before you submit an application or pay any fees or deposits, you have the right to review the Rental Application and Lease Contract, as well as any community rules or policies we have. You may also consult an attorney. These documents are binding legal documents when signed. We will not take a particular dwelling off the market until we receive a completed application and any other required information or monies to rent that dwelling. Additional provisions or changes may be made in the Lease Contract if agreed to in writing by all parties. You are entitled to a copy of the Lease Contract after it is fully signed.

Applicant's Signature: _____ **Date:** _____

Signature of Spouse: _____ **Date:** _____

Signature of Owner's Representative: _____ **Date:** _____

FOR OFFICE USE ONLY

1. Apt. name or dwelling address (*street, city*): Artspace El Paso Lofts Housing, LP. Unit # or type: _____
2. Person accepting application: _____ Phone: (_____) _____
3. Person processing application: _____ Phone: (_____) _____
4. Date that the applicant or co-applicant was notified by telephone, by letter, or in person of acceptance or nonacceptance: _____
(*Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.*)
5. Name of person or persons notified (*if there are more than one applicant, at least one of them must be notified*): _____
6. Name of owner's representative who notified the applicant: _____