

ARTSPACE BUFFALO LOFTS RENTAL APPLICATION

Please return completed application to:

Artspace Buffalo Lofts • 1219 Main Street, Buffalo, NY 14209-2196
 (716) 887-2963 • TDD 711



In filling out this application, **please print clearly, check all the appropriate boxes and provide all the information requested in all sections of this form.** Thank you for your interest.

PERSONAL INFORMATION

Full Names of All Household Members	Date of Birth	Social Security Number	Relationship to Head of Household
			HEAD
			CO-HEAD

Home Phone: () _____ Work Phone: () _____

Cell Phone: () _____ E-Mail Address: (optional) _____

How did you hear about this complex? _____

Please check your preference for apartment size: Studio/Efficiency Two (2) bedrooms
 One (1) bedroom Three (3) bedrooms

We welcome applicants with rental assistance. Are you currently participating in the Section 8 Certificate or Voucher Program? Yes No

A rental preference will be extended to income-eligible applicants who are involved in or committed to the arts. If you consider yourself to be such an applicant, do you wish to be considered for this preference? Yes No

ACCESSIBLE UNITS

Some apartments contain special features designed to enhance accessibility to and within the unit. In renting these units, preference must be extended to households which include a person or persons with a disability or handicap who could benefit from such features. Do you wish to be considered for this preference? (Please also complete the attached Housing Requirements Questionnaire.) Yes No

ELIGIBILITY INFORMATION

The complex for which you are applying is funded under the Federal Low-Income Housing Tax Credit, NYS Low-Income Housing Tax Credit, NYS Housing Trust Fund, Historic Tax Credit and City of Buffalo HOME programs. Applicants may be admitted only if the household is income eligible. In some cases, households consisting entirely of full-time students are not eligible for this housing. For purposes of this application, any individual is considered a student who has been or will be a full-time student at an educational institution with regular facilities (NOT correspondence or exclusively at night school.) A student is considered full-time if enrolled at least five (5) months in the calendar year, and the amount of hours taken are considered full-time by the school attended. Students in elementary, middle and high school are always full-time. The following income and student status information is required to determine eligibility.

STUDENT STATUS DISCLOSURE

How many people will be living in the unit? _____ **How many will be FULL-TIME students?** _____

If **ALL** individuals residing in the unit are **full-time** students, the household must qualify under an exception as defined by the U.S. Internal Revenue Service. **Please check all that apply:**

- At least one (1) member of the household is enrolled in a job training program under the Job Training Act or other similar Federal, State or local law.
- At least one (1) member of the household receives Aid for Dependent Children (ADFC.)
- The household consists of one (1) single parent (who is a full-time student) with children who are students, none of whom is the dependent of another individual.

In the spaces provided below, list the income and benefits received by **ALL** members of your household, **INCLUDING ANYONE WHO IS OR WILL BE LIVING WITH YOU EVEN IF NOT RELATED TO YOU.**

INCOME / BENEFIT	Gross amount	Weekly, monthly or annually?	Name of household member(s) who receive this income
Employment (before deductions)			
NYS Disability/Workmen's Compensation			
Social Security/SSI			
Veterans Benefits			
Retirement Pensions/Annuities			
Social Services/Welfare (Do NOT include food stamps)			
Unemployment Insurance Benefits			
Child Support/ Alimony	Is anyone in household eligible to receive child support and/or alimony? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Self-Employment			
Other (Please specify):			
VALUE OF ASSETS			
Cash in Checking Account (Number of accounts: ____)			
Cash in Savings Account (Number of accounts: ____)			
Certificates of Deposit (Number of accounts: ____)			
Stock/Bond Value			
IRA/Keough Accounts (Number of accounts: ____)			
Real Estate Owned			
Other (Please specify):			

Has any member of your household disposed of assets for less than fair market value in the past two (2) years?

Yes No

APPLICATION ASSISTANCE AND INFORMATION STATEMENT

If you are handicapped or disabled or have difficulty completing this application, please advise us of your needs when you receive this application or call us to schedule assistance. Appropriate assistance will be provided in a confidential manner and setting.

Answering questions on your application:

Please answer all questions truthfully. We will verify your answers. Any misrepresentation of information related to eligibility, preference for admission, allowances, rent, family composition, or prior resident history is grounds for rejection. Additionally, you should be aware that Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful, false statements or misrepresentations of any material fact involving the use of or obtaining federal funds.

Answering questions relating to handicap or disability:

Answers to questions on your application concerning handicap or disability status are optional. But please note that families with handicapped or disabled members may be entitled to units designed to be accessible for individuals with handicaps or disabilities. So, without this information we may not be able to verify your eligibility to live in an accessible unit.

If you answer the questions relating to your handicap or disability, we will need to verify that you or a family member are handicapped or

disabled. We do not need to know the nature, extent or current condition of the handicap or disability, but we will need to know that you meet the definitions that apply to these terms and that you can abide by the terms of our lease.

Information you provide on handicap or disability status will be treated as confidential by management. In accordance with program regulations, information may be released to appropriate federal, state or local agencies.

Housing Requirements Questionnaire:

Please complete the Housing Requirements Questionnaire that accompanies your application. This information is needed so that we may assign you a unit appropriate to any needs that exist for your family. Your answers will be verified.

If, however, there are no family members with a handicap or disability or if you do not wish to complete the document for any reason, simply indicate that choice in the space provided at the top of this page. Choosing not to complete this document will in no way affect the processing of your application for an apartment or dwelling.

NOTICE TO ALL APPLICANTS

OPTIONS FOR APPLICANTS WITH DISABILITIES OR HANDICAPS

This property is managed by Belmont Housing Resources for WNY, whose main offices are located at 1195 Main Street, Buffalo, New York 14209, 884-7791/TDD 711.

We provide assisted housing to the general public under a variety of government assistance programs. We are not permitted to discriminate against applicants on the basis of their race, color, religion, sex, national origin, familial status, disability, or handicap. In addition, we have an obligation to make "reasonable accommodations" to applicants if they or any family members have a disability or handicap. Compliance actions may include reasonable accommodations as well as structural modifications to the unit or premises.

A reasonable accommodation is some modification or change that we can make to the policies or procedures that will assist an otherwise eligible applicant with a disability to take advantage of the programs under which we operate. Examples of reasonable accommodations and structural modifications include, but are not limited to:

Making reasonable alterations to a unit so it could be used by a family member with a wheelchair;

Installing strobe type flashing-light smoke detectors in an apartment for a family with a hearing-impaired member;

Permitting a family to have a seeing-eye dog to assist a vision-impaired applicant family member where existing pet rules would not allow the dog;

Making large type documents or a reader available to a vision-impaired applicant during the application process;

Making a sign language interpreter available to a hearing-impaired applicant during the application process;

Permitting an outside agency to assist an applicant with a disability to meet the property's applicant screening criteria.

An applicant family that has a member with a disability must still be able to meet essential obligations of tenancy – they must be able to pay rent, to maintain their apartment in a safe and sanitary condition, to report required information to the building manager, to avoid disturbing their neighbors, etc., but there is no requirement that they be able to do these things without assistance.

If you or a member of your family have a disability or handicap and think you might need or want a reasonable accommodation, you may request it at any time in the application process or after admission. This is up to you. If you would prefer not to discuss your situation with management, that is your right.

The next page of this application is a Housing Requirements Questionnaire. If you wish to complete the document and provide management with information regarding any family member with a handicap or disability, please do so. If no family member has a handicap or disability or if you do not wish to complete the questionnaire for any reason, please indicate so, sign the form, and return to the manager.

RESIDENCE HISTORY

Professional property managers look for tenants who will pay rent on time, take care not to damage an apartment, and be a considerate neighbor. The following information is requested to help us determine if you have demonstrated these qualities in the past.

ALL REFERENCES AND PREVIOUS RESIDENCES MUST BE FILLED IN COMPLETELY, INCLUDING FULL NAMES, STREET ADDRESS, CITY/TOWN, STATE, ZIP AND PHONE

Present Address: _____

STREET ADDRESS
APT #
CITY/TOWN
STATE
ZIP

Dates: From _____ to _____ Rent: \$_____/month Utils. inc.? Yes No

Reason for moving: _____

Landlord's Name: _____ Phone: () _____

Landlord's Address: _____

STREET ADDRESS
APT #
CITY/TOWN
STATE
ZIP

Previous Address: _____

STREET ADDRESS
APT #
CITY/TOWN
STATE
ZIP

Dates: From _____ to _____ Rent: \$_____/month Utils. inc.? Yes No

Reason for moving: _____

Landlord's Name: _____ Phone: () _____

Landlord's Address: _____

STREET ADDRESS
APT #
CITY/TOWN
STATE
ZIP

Previous Address: _____

STREET ADDRESS
APT #
CITY/TOWN
STATE
ZIP

Dates: From _____ to _____ Rent: \$_____/month Utils. inc.? Yes No

Reason for moving: _____

Landlord's Name: _____ Phone: () _____

Landlord's Address: _____

STREET ADDRESS
APT #
CITY/TOWN
STATE
ZIP

If you do not have a previous rental history, list at least two (2) individuals who could verify your ability to live by the conditions of a lease. (For example, an employer, caseworker or clergy.)

Name	Full Address	Phone

Have you or any member of your household been evicted from a federally-assisted site for drug-related criminal activity within the past three (3) years? Yes No

Have you or any member of your household ever been evicted from rental housing for Lease violations? Yes No

Have you or any member of your household ever broken a Rental Agreement or Lease? Yes No

Have you or any member of your household ever engaged in criminal activity? Yes No

Do you or any member of your household currently use illegal drugs or abuse alcohol? Yes No

Are you or any member of your household currently subject to a lifetime registration requirement under a state sex offender registration program? Yes No

If you answered yes to any of these questions, please explain: _____

APPLICATION CERTIFICATION

Certification: I certify that the information set forth herein is completely true to the best of my knowledge. I further certify that the apartment will be my permanent place of residence, and I do / will not maintain a separate subsidized rental unit in a different location. I understand that deliberate submission of false information could result in the rejection of my application or other penalties. I hereby give permission to Belmont Housing Resources for WNY to verify all of the above information and references, and to obtain my consumer credit report and criminal background reports from your reporting agency.

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

The following information is requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname.

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

Race: (Mark one or more)

- White
- Black or African American
- American Indian/Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Other

Belmont Housing Resources for WNY does not discriminate on any legally-recognized basis including, but not limited to, race, color, religion, sex, national origin, age, marital status, disability, handicap, or the presence of children in admission to or access to the programs we administer or in the treatment of applicants and participants.

Acceptance of this application does not guarantee rental of a house. All applicants must meet screening criteria, including landlord, credit and criminal background checks. Changes in family income, size, and address must be reported promptly to Belmont Housing Resources For WNY Inc. in order to properly process your application. **A security deposit and lease are required.**

Tenants or those living with them, who are sixty-two (62) years or older, or who will attain such age during the term of their leases, are entitled to terminate their leases if they relocate to an adult care facility, a residential health care facility, subsidized low-income housing or other senior citizen housing. Owners or lessors of a facility or a unit of which a senior citizen is entitled to move after terminating a lease must advise such tenant, in the admission application for, of the tenant's rights under the law. (Real Property Law 227-a) A summary of this law is available upon request.



ARTSPACE PROJECTS, INC. Artist Preference FAQ

Artspace Projects' nonprofit mission includes making affordable space available for artists and their families. This space includes residential live/work space in our various projects nationwide. Recognizing the creative energy and economic development benefits that result when a concentration of artists live and work in proximity to each other, Artspace uses a tenant selection preference for artists in choosing among otherwise qualified applicants.

1. What is Artist Preference?

Artist Preference is a tenant selection preference applied to a pool of qualifying prospective tenants by which to provide a preference for acceptance into rental units qualified applicants who have a commitment to and/or participate in creative endeavors.

2. How do you define Artist?

We consider an artist to be anyone that can demonstrate consistent participation in or commitment to a creative pursuit. We reserve the right to limit artistic/creative pursuits to those which are consistent with applicable local laws, health and safety regulations and practices which do not unreasonably impose on other residents or neighbors (such as loud, heavy or toxic endeavors).

3. Does your definition require employment as an artist and/or that a significant component of income be from a prospective tenant's creative pursuit?

NO. Artist Preference has nothing to do with employment. 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. In fact, most of our residents do not earn a significant component of income from artistic pursuit.

4. How is the preference used?

Each Artspace community includes an Artist Selection Committee comprised of between 3 and 5 people. Each qualifying prospective tenant who self-identifies as an artist is interviewed by the ASC using an established set of questions. Each interviewer scores the response to each question on a scale of 1-5. The scoring sheets are collected anonymously and the scores are tabulated. Those that score above the established threshold (e.g. a minimum of 3 or higher) are then matched to available units for which they qualify, based on income and family size. Qualifying prospective tenants who do not self-identify as artists or who score below the minimum threshold are placed on a non-artist list and qualifying non-artist applicants are matched with units only if a qualifying artist is not available to fill the unit.

5. Who is on the Artist Selection Committee?

In a new community, the ASC is comprised of one Artspace staff member, one representative from our local property management company, and the balance are artists and others in the local creative community who have been active in or are familiar with the project but who will not be residents themselves. Once a community is rented and operating, the Artspace staff member steps off and interested residents of the Project are added. We always strive to have participation by non-residents in order to maintain the input of the broader community in which our project is located. An owner representative is always a member of the ASC.

6. Are applications accepted from non-artists?

YES

7. Does Artist Preference violate Fair Housing Law?

NO. Artspace accepts applications from anyone without regard to gender, race, ethnicity, religion, sexual orientation, physical disability, or any other form of prohibited discrimination. All applicants are qualified as to income in accordance with the requirements of the various funding programs we use in our projects and are subjected to standard background, criminal and credit checks consistent with prudent multifamily housing management. In accepting a qualified prospective tenant into the project, we employ a preference for those sharing a commitment to or participation in creative endeavors. Distinguishing between artists and non-artists in a tenant selection preference does not violate federal Fair Housing Law.

8. Does qualifying based on income and satisfactorily passing background and credit checks mean someone is accepted and guaranteed a unit?

NO. Our acceptance process has two steps. The first is to be income qualified and pass the required background checks. Once through that process, qualified prospective tenants who have self-identified as artists are interviewed as described in this FAQ.



