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artspace.org

Please Read Carefully!

Return your Application to:

Artspace Leasing Office
c/o Artspace Hamilton Lofts
222 High Street
Hamilton, Ohio 45011

Dear Applicant:

Thank you for your interest in Artspace Hamilton Lofts. The following information provides instructions for completing the application process. Applications are available online or by pick up at the leasing office at 222 High Street Hamilton, Ohio. A **\$25 application fee** is required for **EACH adult applicant, age 18 and over (\$40 for couples)**. This fee must be paid in the form of a money order or cashiers checks made payable to **Hamilton Artspace Lofts L.P.** *Personal checks will not be accepted and will only delay your application process.* If the fee is not included, your application will not be reviewed or processed.

PLEASE READ THIS LETTER AND ALL THE INSTRUCTIONS CAREFULLY TO ENSURE YOUR APPLICATION WILL BE REVIEWED.

- INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
- APPLICATIONS WILL BE REVIEWED IN THE ORDER OF TIME & DATE RECEIVED
- APPLICATIONS MUST BE RETURNED IN PERSON or BY CERTIFIED US MAIL. **(E-MAILED APPLICATIONS WILL NOT BE ACCEPTED)**
- **DO NOT SIGN/DATE APPLICATION OR DOCUMENTS UNLESS ALL DOCUMENTS ARE BEING NOTARIZED AND RETURNED VIA CERTIFIED MAIL.**

HOW TO APPLY:

1. **Get the Application** // Checklist of documents required // and the Information Session Packet
Online at <http://www.artspace.org/hamilton>
By mail: Contact Holly Cole // hcole@wallickcommunities.com // 513-795-5770
Or Artspace Projects // Erika Dani // erika.dani@artspace.org
2. **Read the Packets** (Read the complete set of information provided and that you provide all of the supporting documentation requested including the \$25 screening fee/applicant 18 years of age and older (\$40/ couple)
3. **The Application Process** involves the initial submission of the following items:
 - Rental Application/ and Housing Request Questionnaire (if applicable).
 - Sworn Income/Asset Verification Statement (each household member age 18 and over will be required to complete and submit a Sworn Income/Asset Verification Statement form). If you are self-employed, copies of your current income tax returns are required.
 - Resident Selection Criteria Acknowledgement - Section 42 form.

- Full-time Student Worksheet (If applicable).
***Full-time student(s)** Due to federal guidelines, specific restrictions apply to full-time students and therefore full-time students *may* not qualify for Artspace Hamilton Lofts (See student worksheet or call to assess eligibility).

4. **Complete and submit the Application** along with any additional documents required. Applications will be accepted on a first come - first served basis.

General Leasing/Application Acceptance Hours

Applications will be accepted in person and via mail at/to 222 High Street, Hamilton, Ohio.

For Applications submitted via **Certified US MAIL**: Send to Leasing Office, ATTN: Holly Cole, Artspace Hamilton Lofts, 222 High Street, Hamilton, Ohio 45011.

Submitting an application does not guarantee acceptance of housing at Artspace Hamilton Lofts.

*Once an application is completed and submitted, a 3rd party verification process for each household member age 18 and over will be initiated. All applicants will be screened for credit, criminal and rental background history. Lack of or bad rental reports do not necessarily disqualify your application from approval. In order to expedite the process, please include copies of all income and assets for **everyone** in your household.

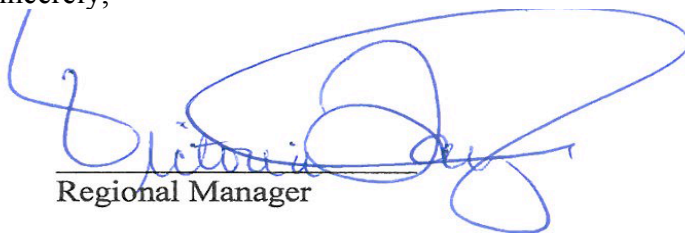
5. Those applicants meeting income and background qualifications will be notified via phone call to set up an appointment for the remainder of the application process, including the Artist Selection Interview. Please see the Information Session Packet about the Artist Selection Interview Process.
6. **Ask Questions.** If you have any questions about the application process or the documents, contact Wallick Communities // 513-795-5770 // Holly Cole // hcole@wallickcommunities.com. Or contact Artspace Projects // Erika Dani // erika.dani@artspace.org

DO NOT SUBMIT A NOTICE TO VACATE your current residence until you have received written notification from Wallick Communities that your application has been approved. If your application is not approved, you will be given notice and a 14 day opportunity to contest the decision.

Artspace is committed to attracting individuals and families from diverse backgrounds. We encourage all persons to apply regardless of race, color, creed, sex, age, religion, national origin, ethnicity, gender, gender identity, occupation, marital status, familial status, veteran/military status, sexual orientation, political ideology, retaliation, use of a trained guide dog, and status with regard to public assistance (Section 8/Housing Choice voucher) or physical disability.

Thank you again for your interest in Artspace Hamilton Lofts

Sincerely,



Regional Manager

HAMILTON ARTSPACE LOFTS APPLICANT CHECKLIST

ONLY documents in SECTIONS I. and II. are required with the *initial* application submission. All questions must be answered, even if the answer is “No” or “N/A”. Questions or areas left blank may require us to contact you in order to clarify information before we can continue to process your application.

For ALL occupants age 18 and over please ***provide copies*** of the following when you bring in your application:

- I. BIRTH CERTIFICATE (For all household members regardless of age)
- SOCIAL SECURITY CARD
- PHOTO ID FOR ALL OCCUPANTS 18 YEARS OF AGE OR OLDER
- DRIVER’S LICENSE/STATE PHOTO ID FOR ALL OCCUPANTS 18 YEARS OF AGE OR OLDER

(If you are submitting an application via **US Certified Mail** copies of items marked with an ****asterisk must be notarized***):

- II. COVER SHEET - APPLICATION INSTRUCTIONS
- RENTAL APPLICATION*
- HOUSING QUESTIONNAIRE (IF APPLICABLE)
- SWORN INCOME AND ASSET STATEMENT*
- RESIDENT SELECTION CRITERIA SECTION 42
- STUDENT CERTIFICATION WORKSHEET
- FAIR CREDIT REPORTING ACT DOCUMENT
- EMERGENCY CONTACT

AFTER it has been determined that an applicant has met all Income and Background Check Criteria, the following documents will be required if applicable:

- III. RACE / ETHNICITY FORM
- RENTAL VERIFICATION – SIGNATURE ONLY
- EMPLOYMENT VERIFICATION – SIGNATURE ONLY
If, Employed, copies of the most recent 4-6 consecutive pay check stubs including military pay
If Self-employed, copies of the last two years’ income tax returns; including Schedules C, E and F
- Copies of Unemployment Benefits
- ASSET VERIFICATION – SIGNATURE ONLY
- Copy of Power of Attorney if someone else is signing documents for you
- Any other documentation that verifies other sources of income/assets

Management *may* request additional documentation