

Artspace Uptown Artist Lofts (UAL)
717 Franklin St. Michigan City, IN 46360

Dear Applicant,

Thank you for your interest in Artspace Uptown Artist Lofts. Pre-applications will be accepted beginning December 1, 2015.

Download a copy of the Pre-application here: <http://www.artspace.org/Uptown>

Application Instructions

Complete the pre-application and return it via US Mail to: 4390 N. High School Rd. Indianapolis, IN 46254 with attention to Alex Valdes. Pre-applications can also be returned via fax to 317-388-9754 or e-mailed to avaldes@hayes-gibsonint.com. Completed pre-applications will be time and date stamped at the end of the day of receipt. This is a first come first served process, pre-applications will be reviewed in the order that they are received. This form does not need to be notarized.

- I. The information provided on the pre-application will determine if your household meets income eligibility criteria.

If your household does not meet income criteria, your application will not be eligible for this project.

STOP

The pre-application is used to determine income qualifications ONLY and does not guarantee you a unit or a place on the waiting list.

- II. If your household meets the income criteria, a representative of the management company will contact you. Further instructions regarding the submission of the full application and the supporting documents (see Checklist) will be provided.
- III. Each adult applicant will be required to pay a non-refundable screening fee of \$25.00 per person (age 18 and over) when submitting the full of application for processing. This fee covers the credit report and criminal background check.
- IV. When all paperwork is completed, verified and approved, the applicant will be notified of their acceptance or rejection to move on to the final stage of the selection process – Artist Selection Committee (ASC). A holding fee in the amount of \$100 is also required at this time as well. This fee is to select a preferred unit and is refundable if an application is rejected or if the applicant decides to withdraw their application by notifying management in writing prior to notification of final approval. Upon notification of approved tenancy, the holding fee will be applied toward the first months rent.

- V. Management will require all applicants to provide a security deposit equal to one months rent once it has been determined that the household is eligible for tenancy. A three-day window will be given during which the deposit will be refunded should an applicant change his or her mind. In the event the household is qualified to move into the property, but the household decides to withdraw their application after the three-day window, the security deposit will be retained by management and not refunded to the applicant.

- VI. If an applicant is rejected based on the background check, the applicant will be provided a copy of the report upon request, and be given a chance to have the reported information corrected and the application reviewed again. An application will only be reviewed only once after a rejection.

If you have any questions or need assistance with the application process, please feel free to contact Alex Valdes (317) 388-9445. Again, thank you for your interest in Artspace Uptown Artist Lofts.

WE ARE AN EQUAL HOUSING OPPORTUNITY PROVIDER



APPLICANT CHECKLIST

For ALL occupants age 18 and over please ***provide copies*** of the following when submitting your Pre-application:

- I. BIRTH CERTIFICATE
- 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

STOP

ONLY AFTER it has been determined that an applicant has met all Income and Background Check Criteria, the following documents will be required if applicable. Copies of items marked with an ****asterisk must be notarized:***

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

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