

Rental Application

Please complete one application per household

OFFICE USE ONLY, DATE & TIME RECEIVED:

Head of Household: _____

Unit Size Requested: _____

Household Contact Information

Primary Mailing Address:

Primary Email Address _____

Cell Home Work

Street Address _____ Apt # _____

Primary Phone Number _____

Circle One

City _____ State _____ Zip _____

Secondary Phone Number _____

Cell Home Work

Circle One

Household Composition

List all persons who will live in the apartment. Also list temporarily and permanently absent persons you wish to include as part of the household. List the head of household first.

Name	Relationship to head	Marital Status	Birth Date <i>MM/DD/YYYY</i>	Age	Social Security number	Student Y/N
	Head of Household					

Use the following codes for marital status:

S – Single M – Married D – Divorced L – Legally Separated E – Estranged W – Widowed

No one else can join the household without prior management approval.

Is this the entire household to occupy the unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please explain:	
Do you plan to have anyone living with you in the future who is not listed above (<i>pregnancies, etc.</i>)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain:	
Do you have full custody of your child(ren)?	<input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please explain:	
Are any household members foster children or foster adults?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who?	
Are any household members temporarily absent? (<i>Examples: temporary, out-of-state work assignment; in hospital or rehab facility for limited or fixed duration; in a correctional facility</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who? For how long?	

Are any household members permanently confined to a hospital or nursing home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who?	
Will you or anyone in your household require a live-in care attendant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who?	
Do you need any specific features or unit designs such as wheelchair accessibility, visual aids (Braille) or Apparatus for hearing assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe:	

Income

Please answer the following questions in order to clarify often misunderstood sources of income. Please keep these answers in mind when completing the income checklist.

Contributions from Friends & Relatives

Do your friends, relatives or other outside sources other than government entities:	
Give you money on a regular basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Make your payments or pay your bills on your behalf on a regular basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Give you necessities (excluding food), and other regularly consumed items? <i>(Such as clothing, diapers, household products, alcohol, cigarettes, etc.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

To be clear in regard to government definitions, we will now go over a checklist of household income and assets.

Please answer yes if you or another member of the household receives the type of income, or no if no one in the household receives that type of income. Do not leave any of the income types blank. If yes, provide an estimated amount and frequency of income for each type and member who receives it. Specify the HH members by labeling the columns, use one column per member.

Household Member:						
Contributions from Friends/Relatives	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$
Supplemental Security Income (SSI)	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$
Social Security Disability Ins. (SSDI)	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$
Social Security	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$
Employment	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$
Unemployment	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$
TANF/Public Assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$
Child Support	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$
Alimony	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$
Pension/Annuity	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$
Workman's Compensation	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$
Veterans Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$
Military Pay	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$
Net Income From Business	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$
Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$
Other Income	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$
Education Grants or Scholarships*	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$	\$	\$

* Do not include Student Loans

Assets

Please answer yes if you or another member of the household has any of the following assets or no if no one in the household has that type of asset. Do not leave any asset types blank. If yes please provide the name(s) of the household members who own the asset and the name of the bank or financial institution the asset is with.

	Household Member(s) who owns the asset	Please provide the name of your bank(s) or financial institution(s)
Checking Accounts <input type="checkbox"/> <input type="checkbox"/> No		
Savings Accounts <input type="checkbox"/> <input type="checkbox"/> No		
Certificates of Deposit <input type="checkbox"/> <input type="checkbox"/> No		
Retirement Accounts: IRA, 401K, etc. <input type="checkbox"/> <input type="checkbox"/> No		
Stocks or Bonds <input type="checkbox"/> <input type="checkbox"/> No		
Mutual Funds <input type="checkbox"/> <input type="checkbox"/> No		
Trust Accounts <input type="checkbox"/> <input type="checkbox"/> No		
Whole Life Insurance <input type="checkbox"/> <input type="checkbox"/> No		

Does anyone in your household own a prepaid debit card or receive benefits or wages on prepaid debit cards? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please indicate which benefits (<i>TANF, Social Security</i>) or wages are paid through debit cards or whether they are stand-alone cards:	
Does anyone in your household own any real estate property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide address:	
Have you or anyone in your household sold or disposed of any real estate property in the last 2 years? <i>*Do not include foreclosures short sales or bankruptcies</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain:	
Have you or anyone in your household disposed of any other assets in the last 2 years? (<i>Examples: Given away money to relatives, set up irrevocable trust account</i>). <i>*Do not include normal sale of items for market value</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain:	
Excluding necessary personal property such as cars, furniture, clothing, etc., does anyone in your household have any other assets (items of value held as an investment that may be turned into cash) not listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please list:	

Landlord History & Verification References

A landlord verification of residency must be available for all addresses lived in by all adult applicants for two years prior to the application date. Please use the additional address spaces to provide information on previous addresses within the past 2 years or for separate addresses of other adults.

Current Address			
Who resided at this address:			
Name of Housing Complex or Specify if Privately Owned/Rented:		Month/Year Tenancy Began:	
Street Address:	Apt #:	Landlord's Name:	
City:	State:	Zip:	Landlord's Phone & Fax Number:

Additional Address			
Who resided at this address:			
Name of Housing Complex or Specify if Privately Owned/Rented:		Month/Year Tenancy Began:	Month/Year Tenancy Ended:
Street Address:	Apt #:	Landlord's Name:	
City:	State:	Zip:	Landlord's Phone & Fax Number:

Additional Address			
Who resided at this address:			
Name of Housing Complex or Specify if Privately Owned/Rented:		Month/Year Tenancy Began:	Month/Year Tenancy Ended:
Street Address:	Apt #:	Landlord's Name:	
City:	State:	Zip:	Landlord's Phone & Fax Number:

Additional Address			
Who resided at this address:			
Name of Housing Complex or Specify if Privately Owned/Rented:		Month/Year Tenancy Began:	Month/Year Tenancy Ended:
Street Address:	Apt #:	Landlord's Name:	
City:	State:	Zip:	Landlord's Phone & Fax Number:

To facilitate verification of the various factors of eligibility please provide the contact information for any employers, sources of contributions or informal support, pension/annuity providers.

<input type="checkbox"/> Employer, please provide an approximate start date, and length of time with this employer:			
<input type="checkbox"/> Other:			
Name of Business, Professional or Individual:	Street Address:	Phone Number:	
Relevant Household Member:	City:	State:	Zip: Fax Number:

<input type="checkbox"/> Employer, please provide an approximate start date, and length of time with this employer:			
<input type="checkbox"/> Other:			
Name of Business, Professional or Individual:	Street Address:	Phone Number:	
Relevant Household Member:	City:	State:	Zip: Fax Number:

<input type="checkbox"/> Employer, please provide an approximate start date, and length of time with this employer:			
<input type="checkbox"/> Other:			
Name of Business, Professional or Individual:	Street Address:	Phone Number:	
Relevant Household Member:	City:	State:	Zip: Fax Number:

<input type="checkbox"/> Employer, please provide an approximate start date, and length of time with this employer:			
<input type="checkbox"/> Other:			
Name of Business, Professional or Individual:	Street Address:	Phone Number:	
Relevant Household Member:	City:	State:	Zip: Fax Number:

<input type="checkbox"/> Employer, please provide an approximate start date, and length of time with this employer:			
<input type="checkbox"/> Other:			
Name of Business, Professional or Individual:	Street Address:	Phone Number:	
Relevant Household Member:	City:	State:	Zip: Fax Number:

<input type="checkbox"/> Employer, please provide an approximate start date, and length of time with this employer:			
<input type="checkbox"/> Other:			
Name of Business, Professional or Individual:	Street Address:	Phone Number:	
Relevant Household Member:	City:	State:	Zip: Fax Number:

<input type="checkbox"/> Employer, please provide an approximate start date, and length of time with this employer:			
<input type="checkbox"/> Other:			
Name of Business, Professional or Individual:	Street Address:	Phone Number:	
Relevant Household Member:	City:	State:	Zip: Fax Number:

<input type="checkbox"/> Employer, please provide an approximate start date, and length of time with this employer:			
<input type="checkbox"/> Other:			
Name of Business, Professional or Individual:	Street Address:	Phone Number:	
Relevant Household Member:	City:	State:	Zip: Fax Number:

<input type="checkbox"/> Employer, please provide an approximate start date, and length of time with this employer:			
<input type="checkbox"/> Other:			
Name of Business, Professional or Individual:	Street Address:	Phone Number:	
Relevant Household Member:	City:	State:	Zip: Fax Number:

Emergency Contact Information

Please provide us with the name, address & phone number of a person or persons we could contact in case of an emergency:

<i>Emergency Contact #1:</i>	<i>Street Address:</i>	<i>Phone Number:</i>
<i>Relationship (optional):</i>	<i>City:</i> <i>State:</i> <i>Zip:</i>	<i>2nd Phone Number:</i>
<i>Emergency Contact #2:</i>	<i>Street Address:</i>	<i>Phone Number:</i>
<i>Relationship (optional):</i>	<i>City:</i> <i>State:</i> <i>Zip:</i>	<i>Fax Number:</i>

Vehicle Information

Please provide the following information for vehicles owned or operated by household members:

Year	Vehicle Make	Model	Color	License Plate

CERTIFICATION

I/We have understood and answered all questions on this rental application. I/We certify that all answers are true to the best of My/Our knowledge and that any misrepresentations of information or any omission of any significant information or false statements are punishable under Federal Law, and could be grounds for cancellation of this application or termination of residency after occupancy.

<i>(R)</i> _____ <i>Head of Household's Signature</i>	_____ <i>Date</i>
<i>(R)</i> _____ <i>Spouse or Co-head's Signature</i>	_____ <i>Date</i>
<i>(R)</i> _____ <i>Other Adult Member's Signature</i>	_____ <i>Date</i>
<i>(R)</i> _____ <i>Other Adult Member's Signature</i>	_____ <i>Date</i>
<i>(R)</i> _____ <i>Other Adult Member's Signature</i>	_____ <i>Date</i>
<i>(R)</i> _____ <i>Other Adult Member's Signature</i>	_____ <i>Date</i>



**We do business in accordance with the Federal Fair Housing Law
(Fair Housing Amendments Act of 1988)**



Criminal History / Sex Offender Affidavit

As part of the screening process, all adult household members (18 years and older) are required to complete this legal affidavit. The answers provided on this affidavit shall be made part of your rental application and shall be used to determine your eligibility for tenancy. As part of the screening process, any answers or documentation you provide as part of the application or recertification process are subject to verification. Failure to disclose any information and/or answer all questions in the application, including questions on this form, fully and truthfully, may constitute grounds for denial or rejection of your application.

FULL LEGAL NAME: _____ DATE OF BIRTH (mm/dd/yyyy): _____

ANY MAIDEN NAMES OR ALIASES: _____

Other than the state you currently reside in, please provide each state you have lived in since the age of 18:

1. Do you have a case pending for any crime (misdemeanor or felony), other than traffic violations? Yes No
2. Are you under indictment for any crime? Yes No
3. Have you ever been convicted of or pled guilty to a sexual offense, regardless of date or any crime (misdemeanor or felony), within the past five (5) years, other than traffic violations? Yes No
4. Are you a fugitive from justice? Yes No
5. **If you answered "yes" to any of the questions listed above,** do any of the charges, pending charges, indictments, arrests or convictions include drug-related or violent crime-related offenses? NA Yes No
6. Are you subject to registration as a sex offender? Yes No

If you answered "Yes" to any questions, please explain in detail each pending criminal case, guilty plea, plea of nolo contendere, or conviction. In addition, you may provide evidence of rehabilitation or other mitigating factors:

I certify under penalty or perjury, that all of the information contained in this affidavit is true and correct. I understand and acknowledge that falsifying information on this affidavit may result in denial of my application for tenancy.

Name: _____ Date: _____

Signature: _____

Resident Release and Consent

I _____, hereby authorize the release to Artspace Silver Spring Arts Campus without liability, information regarding my employment, income, and/or assets for purposes of documenting information required under Federal and/or State housing program guidelines.

Information Covered:

I understand that previous or current information regarding me may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identity, family composition, marital status, childcare expenses, federal benefits, state benefits, local benefits, accessibility assistance expenses, medical expenses, social security numbers, personal credit, criminal, employment, income, and assets. I understand that this authorization cannot be used to obtain any information about me that is not pertinent to my eligibility for and/or continued participation as a Qualified Resident under Federal and/or State housing program guidelines.

Groups or Individuals That May Be Contacted:

The groups, individuals or information that may be asked to release the above information include, but are not limited to:

- | | |
|---|--|
| 1. Current and Previous Employer(s) | 8. Utility Companies |
| 2. Current and Previous Landlord(s) | 9. Social Security Administration |
| 3. Local, state and federal courts & law enforcement agencies | 10. Credit Reporting Agencies |
| 4. Welfare Agencies | 11. Internal Revenue Service |
| 5. State unemployment | 12. Department of Veteran Affairs |
| 6. Banks and Other Financial Institutions | 13. Schools and Colleges |
| 7. Veterans Administration | 14. Providers of alimony, childcare, child support, accessibility assistance, medical care, pensions, annuities. |

Conditions:

I agree that a photocopy of this authorization may be used for the purposes stated above. This authorization form expires 15 months after the date the form is signed.



Applicant Signature

Date

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the **Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).**

Employment Verification

Artspace Silver Spring Arts Campus • 801 Sligo Avenue • Silver Spring, MD 20910

Phone: 240.554.6549 - TTY: 711 Fax: 240.554.6481

Employer Name:

Applicant Name:

Employer Address:

SSN:

Employer Phone number:

Employer Phone number:

This person has applied or receives housing assistance under the Low Income Housing Tax Credit program. The IRS requires the housing owner to verify all information that is used in determining this person's eligibility or level of benefits. Your prompt return of this information is necessary to assure timely processing of the application or continuation of assistance. Please provide the following information and return to us. A consent to release this information can be found below or attached to this form. Thank you.

Date of Hire: _____ Occupation: _____

Does the employee work a full year? Yes No

If no, please provide a start date: _____, and end date: _____

What are the employee's year-to-date earnings? _____ As of which pay period end date? _____

What is the pay period **beginning date** of the first check cut in January? _____

Please base answers on employee's gross wages. Complete each section that applies.

Check the box and complete this section if the employee receives a **salary**.

The current salary is : \$ _____ Per week biweekly bimonthly month year

Will this salary change in the next 12 months? Yes No

If yes, new amount: \$ _____ Effective date: _____

Check the box and complete this section if the employee is paid an **hourly rate**.

Current gross rate per hour: \$ _____ Will this rate change in the next 12 months? Yes No

If yes, new amount: \$ _____ Effective date: _____

Average number of hours worked per week: _____ Will these hours change in the next 12 months? Yes No

If yes, new number of hours: _____ Effective date: _____

Average number of overtime hours per _____ Rate of pay for overtime: \$ _____

Will these hours change in the next 12 months? Yes No

If yes, new number of hours: _____ Effective date: _____

Check the box and complete this section if the employee receives **commission pay**.

Base pay amount: \$ _____ Per week biweekly bimonthly month year

Average Commissions: \$ _____ Per week biweekly bimonthly month year

Will this amount change in the next 12 months? Yes No

If yes, new amount: \$ _____ Effective date: _____

Check the box and complete this section if the employee receives other forms of compensation such as **tips or bonuses**.

Describe and list amount and pay period

Type of Pay _____ Amount _____

\$ _____ Per week biweekly bimonthly month year

_____ \$ _____ Per week biweekly bimonthly month year

Check the box and complete this section if the employee has been **terminated**.

What was the employee's last day worked? _____

Do you anticipate rehiring this employee? Yes No

If yes, when do you expect the employee to start? _____

Will the employee receive Worker's Compensation? Yes No

If yes, provide the name and address of the company through which this can be verified:

What was the reason for termination? Employee Quit Other

Clarifying comments:

Information provided by:

Printed Name _____ Title _____ Phone Number _____

Signature _____ Date _____

RELEASE: I hereby authorize the release of the requested information. Information obtained under this consent is limited to information that is no older than 12 months. There are circumstances which would require the owner to verify information that is up to 5 years old which would be authorized by me on a separate consent attached to a copy of this consent. You do not have to sign this form if it is not clear who the requesting organization is or what organization is supplying the information.

(R) _____ Date _____

Applicant Name

Bank or Financial Institution Verification

Artspace Silver Spring Arts Campus • 801 Sligo Avenue • Silver Spring, MD 20910

Phone: 240.554.6549 - TTY: 711 Fax: 240.554.6481

Bank Name:

Applicant Name:

Bank Fax Number:

SSN:

This person has applied or receives housing assistance under a low-income tax credit program. This agency requires the housing owner to verify all information that is used in determining this person's eligibility or level of benefits. Your prompt return of this information is necessary to assure timely processing of the application or continuation of assistance. Please provide the following information and return to us. A consent to release this information can be found below or attached to this form. Thank you.

Karen Ortega, Artspace Silver Spring Arts Campus Site Manager

FOR FINANCIAL INSTITUTION'S USE ONLY:

Please provide the following requested information:

Please list all accounts , whether individually or jointly owned.							
Type of Account	Account #	Date Acct Opened	Date Acct Closed	Penalty Charge for Early W/D (If Applicable)	Checking Only Average Six (6) Month Balance	Today's Balance	Today's % Rate
						\$	%
						\$	%
						\$	%
						\$	%
						\$	%
						\$	%
						\$	%
						\$	%
						\$	%

Information provided by:

Printed Name	Title	Phone Number
Signature	Date	

RELEASE: I hereby authorize the release of the information requested. Information obtained under this consent is limited to information that is no older than 12 months. There are circumstances which would require the owner to verify information that is up to 5 years old which would be authorized by me on a separate consent attached to a copy of this consent. You do not have to sign this form if it is not clear who the requesting organization is or what organization is supplying the information.

 _____ account holder	 _____ Co-account holder
Date	Date

Tax Credit Student Status Affidavit

Artspace Silver Spring Arts Campus • 801 Sligo Avenue • Silver Spring, MD 20910

As part of the screening process for the Low Income Housing Tax Credit program, the head of household is required to complete this affidavit. The answers provided on this affidavit are used to determine your eligibility for the LIHTC program. Any answers or documentation you provide as part of the application or recertification process are subject to verification. Failure to disclose any information and/or answer all questions in the application, including questions on this form, fully and truthfully, may constitute grounds for denial or rejection of your application or place your tenancy in jeopardy.

Head of Household:

Please note that for the purposes of answering this question:

- Students enrolled in on-the-job training courses or pursuing their GED are **not** considered full-time students for the purpose of completing this form.
- Students attending public or private elementary schools, middle or junior high schools, or senior high schools **are** considered full-time students **if** attending five (5) months out of the current or upcoming calendar year (months need not be full or consecutive).
- Students attending public or private colleges, universities, technical, trade or mechanical schools, night school or online school **are** considered full-time students **if** the school defines them as full-time students **and** they will be attending five (5) months out of the current or upcoming calendar year (months need not be full or consecutive).

If you are not sure, report student status and it will be verified to determine if eligibility is

met. Will **all** of the persons in the household

(including **all children** and **all adults**)

be or have been **full-time students**

during five calendar months of this calendar year

or the upcoming calendar year

at an educational institution with regular facilities?

Yes No

If yes, please answer the following questions:

Are any full-time students in the household:

Married and eligible to file a joint tax return? Yes No

A single parent living with his/her minor child who is not a dependant on another's tax Yes No

A TANF or a title IV recipient? Yes No

Enrolled in a job-training program receiving assistance under the Job Training Yes No

Previously under foster care? Yes No

I certify under penalty or perjury, that all of the information contained in this affidavit is true and correct. I understand and acknowledge that falsifying information on this affidavit may result in denial of admission into the subsidized housing program or termination of tenancy and/or criminal prosecution.

Signature: _____ Date: _____

Landlord Reference

Artspace Silver Spring Arts Campus • 801 Sligo Avenue • Silver Spring, MD 20910

RE:

Name of Property		
Property Address		Suite #
City	State	Zip
Name of Landlord		
() -	() -	
Landlord's Phone Number	Landlord's Fax Number	

Applicant's Name

Information Requested By:

Karen Ortega
 Artspace Silver Spring Arts Campus Management
 Fax: 240-554-6481

Date

This person has applied for a unit in our community. As part our screening process we must verify previous rental history. Your prompt return of this information is necessary to assure timely processing of the application. Please provide the following information and return to us. A consent to release this information can be found below or attached to this form. Thank you.

Rental Period: From	<input type="text" value="/"/>	to	<input type="text" value="/"/>	How many people reside(d) in the unit?	<input type="text"/>
	Month/Year		Month/Year		
How much is/was the monthly rent?	\$ <input type="text"/>	Amount in arrears at this time:	\$ <input type="text"/>		
Was the rent paid on time?	<input type="checkbox"/> Yes <input type="checkbox"/> No		# of times late in the past 12 months:	<input type="text"/>	
Have you begun/completed eviction proceedings for non-payment?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you begun/completed eviction proceedings for reasons other than non-payment?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please explain:	<input type="text"/>				
Does (did) the tenant maintain the unit in a safe and sanitary manner?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Comments:	<input type="text"/>				
Are (were) there any problems with neighbors, landlord or landlord staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Comments:	<input type="text"/>				
Are (were) there any tenant caused damages to the unit or common areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Comments:	<input type="text"/>				
Has the resident given notice to vacate?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Would you rent to this family/person again?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If not, please state why:	<input type="text"/>				
<input type="text"/>					
Any additional information you may care to provide would be helpful (complaints/pets):					
<input type="text"/>					
<input type="text"/>					

Person Supplying Information (please print)

Signature

Title or relationship to applicant

Date

RELEASE: I hereby authorize the release of the requested information to the individual named above.



Applicant's Signature

Date



Artspace Silver Spring Arts Campus Tenant Selection Plan



General Community Information

This is a family community serving qualified low-income households.

All applicants for a residential unit at this community will have their application evaluated in a consistent and fair manner, conforming to all federal and local fair housing guidelines, and utilizing the following Tenant Selection Plan criteria. These criteria were developed by the management of this community to help ensure that quality affordable housing is available to qualified applicant families. Our hope is that, by proper resident selection, we will welcome into our neighborhood new resident households that will help us make this a positive and involved community.

Veteran Set Aside

Eleven of the community housing units will be set aside for veterans of the United States Military that are at or below the Extremely Low-Income household with income that is not greater than 30% of the Area Median Income as established annually by HUD.

Artspace Artist Preference

Artspace is committed to attracting creative individuals and families from diverse artistic and cultural backgrounds. We encourage all people in creative arts to apply regardless of race, color, creed, religion, national origin, ethnicity, gender identity, marital status, familial status, sexual orientation, occupation or status with regard to public assistance, or physical, mental, or emotional 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.

It is not necessary for applicants to be artists in order to apply for an apartment or to be placed on the waiting list. However this community **does** institute a preference for households with members who are artists with a commitment to and/or participation in the arts, which will be determined through the Artist Selection Process. Please refer to the Artspace Artist Selection Process attached to the Tenant Selection Plan for the definition of an artist and the process through which an applicant is determined to be an artist.

Preferences affect only the order of applicants on the waiting list. They do not make anyone eligible who was not otherwise eligible.

Applicants who have demonstrated eligibility through the Artist Selection Process for the **Artist Preference** are given priority over other applicants on the waiting list.

Low Income Housing Tax Credit Program

All of the units in this community are governed by the Low-Income Housing Tax Credit Program guidelines.

This property is not market-rate or conventional housing. Rents are restricted to be affordable for households whose income is below 60% of area median income. As part of the move-in certification process applicants will be asked to disclose, provide verification of, and certify personal information regarding income, assets, household composition, custody of minors and student status to determine program eligibility. Once a year residents must meet with management to complete the annual recertification process, and will be required to disclose personal information in a manner similar to the move-in process.

This program is not a subsidized housing program. Each Resident is responsible for the full amount of rent each month. The rental amount is NOT based on your individual household income, rather the pre-set income limits in the area.

Program Eligibility

The following requirements must be met in order for an applicant household to be eligible for admission:

Income Requirement

Occupancy is limited to households earning at or below 40% of published local median income when they move into the property.

Management Income Criteria

The minimum qualifying annual household income should be equal to at least thirty five (35) times the monthly rent. For example, an apartment renting for \$715.00 per month would require a minimum annual household income of \$25,000. This minimum qualifying annual household income requirement does not apply to applicants receiving an acceptable form of rental assistance, in which the landlord has a contract relationship with the rental assistance provider.

Employment income verification will be requested for all adult applicants. In the event that the income verification(s) does not reflect a period of at least six (6) months on the applicant's current job, requests for previous employment will be made. Management may request requisite verification that shows a record of consistent, uninterrupted employment for the past twenty four (24) months.

Student Eligibility Requirement

Student households must pass both tests below to be eligible for admission:

Tax Credit Rule for Student Households

Households made up entirely of full-time students are not eligible to live in units receiving tax credits. However, there are four exceptions to the full-time student restriction (Section 42 (i)(3)(D)). Full time student households that are income eligible and satisfy one or more of the following conditions can be considered eligible tenants:

- All household members are:
 - Single parents and their children and such parents and children are not listed as dependents on the tax returns of another individual; or
 - Married and have filed a joint tax return; or
- At least one member of the household:
 - Receives assistance under Title IV of the Social Security Act (i.e., AFDC, TANF assistance); or
 - Was previously in foster care, such as Child Welfare Services, or a state foster care or state transitional independent living program; or
 - Is enrolled in a job training program receiving assistance under the Job Training Partnership Act, or similar federal, state or local laws, and effective for households

A full time student is defined as any individual who (1) has been or will be a full-time student during each of five calendar months during the current or upcoming calendar year, (2) at a regular educational institution with regular facilities, and (3) who also meets all the institution's requirements for full-time student status.

- Students enrolled in on-the-job training courses or pursuing their GED are **not** considered full-time students for the purpose of eligibility.
- Students attending public or private elementary schools, middle or junior high schools, or senior high schools **are** considered full-time students **if** attending five (5) months out of the current or upcoming calendar year (months need not be full or consecutive).
- Students attending public or private colleges, universities, technical, trade or mechanical schools, night school or online school **are** considered full-time students **if** the school defines them as full-time students **and** they will be attending five (5) months out of the current or upcoming calendar year (months need not be full or consecutive).

Applicants are considered full-time students if the person had been a full-time student for 5 months of the calendar year, even if they had graduated prior to applying for an apartment.

There is no grandfathering of eligibility because the resident was not a student when they moved in and later became one. For this reason, resident student status must be re-verified at annual certifications to confirm continuing eligibility of the household.

Application Process

Applicants must be at least 18 years old or be an emancipated minor to submit an application. Applicant households must submit a single application executed by all of the adults or emancipated minors in the household. Applicants are required to consent to the release of information necessary to verify all income, assets, household characteristics and circumstances that affect eligibility. This information will be verified by management in compliance with the Low-Income Housing Tax Credit Program, HOME Program, and regulations contained in the HUD Handbook 4350.3.

Artist Preference

Upon receipt of an application, if basic eligibility is met (head of household over 18 or emancipated; household size meets the occupancy standards of a unit size available at the property with an open waitlist; and reported income under the maximum income limits), the site staff will notify the Artist Selection Committee (ASC) of the prospect. The ASC will be responsible for scheduling an interview with the prospective resident, and completing the interview within 14 days from the date of notification by management. In the event that the ASC fails to complete the interview within the timeframe, Artspace will schedule and complete the interview.

The ASC or Artspace will determine if an applicant qualifies for the Artist Preference and will promptly notify management in writing of their determination. Applicants who have demonstrated eligibility through the Artist Selection Process for the Artist Preference are given priority over other applicants on the waiting list.

Please refer to the Artspace Artist Selection Process attached to the Tenant Selection Plan for the definition of an artist and the process through which an applicant is determined to be an artist.

Required Documentation

This documentation is not required to submit an application, however must be submitted before the applicant household can move into a unit. Management will not accept photocopies, or documents that appear fraudulent or altered. This documentation must be the original, which management will photocopy. Management will store the copies in the applicant's file.

For Certification Purposes

- Evidence of income from all sources: wages, social security, disability, workers compensation, unemployment, pensions, etc.
- Evidence of all assets: bank statements, real estate tax assessment notices, etc.
- Any other verifications supporting any and all information provided by the family

For Identification Purposes

- Social Security Cards for all household members.
 - If no social security number (SSN) has been assigned to a particular family member, the applicant must sign a certification stating that no SSN has been assigned. For minors no further action is required. Adult household members must submit any of the following documents if they cannot present a social security card:
 - Individual Taxpayer Identification Number (ITIN)
 - Form I-151/I-551: Alien Registration Card (Green Card)
 - Form I-688: Temporary Resident Card
 - Form I-688B: Employment Authorization Card
- Management is requesting these documents for the purpose of running Credit & Criminal screenings.
- Driver's License or other forms of Photo ID for all adult household members.
- Birth Certificates or Passports for all minor household members.
 - If the household is unable to provide birth certificates or passports, management will accept any other US, state, local or foreign government issued identification documentation as deemed acceptable by management

Applicant Screening Criteria

All adult applicants will be screened through the following four part screening process: disclosure & verification, credit, landlord and criminal history. Each type of screening will be considered in combination with the other areas of screening to make a final determination to approve or deny an applicant.

Disclosure & Verification Criteria

As part of the screening process, any answers or documentation provided by an applicant as part of the application are subject to verification. Failure to disclose any information and/or answer all questions in the application or attachments to the application, fully and truthfully, may constitute grounds for denial or rejection of your application.

All income must be verifiable independent of the applicant. Self-employed applicants must provide acceptable proof of income (e.g. income tax returns or accountant letter). Income from assets will be calculated and used in the overall household income determination.

Credit History Criteria

Management will obtain credit reports on all adult applicants. An applicant's credit report will be reviewed for:

- Owing Utility Providers: Applicants who owe a balance to a utility provider for present or prior residences will not be considered for admission until the account is paid to satisfaction. Proof of payment or a payment plan must be produced within 30 days of notification by management. If the balance is not paid in full the applicant will have to produce a verifiable statement from the utility company with the total amount that has to be paid prior so that service can be established in the applicant's name. Before the applicant can be offered a unit they will have to bring in proof of payment of that amount.
- Credit History: Evidence of past timely payment problems as it relates to a household's ability to pay rent, and for reporting of past eviction proceedings. Medical & student debts will not be considered in making this determination. Negative indications in any or all of the above are sufficient grounds for denying approval of an application. Applicants will not be denied for lack of credit history.

Landlord History Criteria

A landlord verification of residency must be available for all addresses lived in by all adult applicants for two years prior to the application date. All verifications should be available independent of the applicant. An applicant's credit report and landlord verifications will be reviewed for:

- Evictions: Any eviction that has occurred within the past five (5) years for any reason.
- Owing Prior Landlords: Applicants who owe an outstanding debt to a present or prior landlord may not be eligible for admission. Such factors that may be considered when reviewing any debt owed to a current or prior landlord include: Source of the debt owed- i.e. rent, damages, other charges or fees; Proof that debt has been satisfied; Proof that a repayment agreement has been entered into and seventy-five percent (75%) of the debt has been paid; and Any other extenuating circumstances not mentioned above
- Late Payment of Rent: Evidence of more than three (3) late payments of rent in twelve months prior to the application date.
- Non-Compliance with Rental Agreement: Includes evidence of any failure to comply with the terms of rental agreements at prior residences, such as failure to recertify as required, providing shelter to unauthorized persons, keeping pets, or other violations of the rental agreement or rules and regulations.
- Prior residency at this community that resulted in eviction or the placement of file information reflecting an objectionable resident is sufficient grounds for denying approval of an application.

Negative indications in any or all of the above are sufficient grounds for denying approval of an application.

Criminal History Criteria

All adult applicants will be screened for criminal activity. All adult household members are required to complete the Criminal History Affidavit as an attachment to the application. Management will obtain criminal history reports and conduct a multi-state sex offender search processed through a credit reporting agency and/or state maintained public criminal database on all adult applicants. Based upon the nature and severity of a

household member's convictions/guilty pleas, along with the demonstrable risk to resident safety or property the following criteria shall be adhered to:

Management shall reject any household if a member of the applicant household:

- Is currently engaged in illegal use of drugs or in other criminal activity.
- Has been convicted of or pled guilty to a sexual offense or is subject to a state lifetime sex offender registration.
- Has been convicted of or pled guilty to a felony or misdemeanor involving a crime of violence, damage to or theft of property or a drug-related offense involving the manufacture or distribution of a controlled substance within the five years prior to the application date beginning on the date of conviction.

If at the time of application an applicant household member is pending trial for an offense referenced above, a decision to approve or reject the application for residency shall be deferred until conclusion of the criminal proceeding at which time a decision will be rendered.

With regard to any conviction or guilty plea set forth above, an applicant may provide management with information or documentation concerning any mitigating factors he/she would like management to consider, including the facts and circumstances surrounding the criminal conduct, age of offender at time of the conduct, evidence of good tenancy before/after the conduct, and rehabilitative efforts for further review and consideration.

VAWA Protections: Victims of Domestic Violence, Dating Violence, Stalking or Sexual Assault

The Violence Against Women Act (VAWA) provides that criminal activity directly relating to domestic violence, dating violence, stalking or sexual assault engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for being denied housing, termination of assistance, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or the threatened victim of that abuse. VAWA also provides that an incident(s) of actual or threatened domestic violence dating violence, stalking or sexual assault will not be construed as serious or repeated violations of the lease by the victim (or threatened victim) and will not be "good cause" for the termination of the assistance, tenancy, or occupancy rights of a victim of such violence.

Management utilizes form HUD-5382 to certify that a person is a victim of domestic violence, dating violence, stalking or sexual assault. In lieu of a certification, a tenant may provide: A federal, State, tribal territorial, or local police record or court record; Documentation signed and attested to by an employee, agent or volunteer of a victim service provider, an attorney or a medical professional, from which the victim has sought assistance in addressing domestic violence, dating violence, stalking, sexual assault or the effects of abuse.

Management is mindful that the delivery of the certification form to the tenant in response to an incident via mail may place the victim at risk. Therefore, management may require that the tenant come into the office to pick up the certification form and will work with tenants to make delivery arrangements that do not place the tenant at risk.

If an individual does not provide the form HUD-5382 or the information that may be provided in lieu of the certification by the 14th business day (or any approved extension), none of the VAWA protections afforded to the victim of domestic violence, dating violence, stalking or sexual assault will apply. However, in certain circumstances, at the discretion of Management, assistance may be provided to an individual based solely upon the individual's statement or other corroborating evidence.

NOTE: Any household containing a member with a demonstrated history of committing domestic violence, dating violence, stalking and/or sexual assault must exclude that member from the household to be considered for residency.

Occupancy Standards

Each bedroom shall be occupied by not more than two persons.

Transfer Policy

All transfers are subject to the transfer requirements of the Low Income Housing Tax Credit (LIHTC) program. LIHTC requirements may make a household ineligible for transfer, in such cases occupancy of the new unit would be treated as initial occupancy, and would be subject to the income eligibility requirement that annual gross household income not exceed 60% of area median income. Management will refuse any transfer or move from one unit to another that is in conflict with the LIHTC requirements.

Current residents who need to transfer due to one of the following reasons may be given priority over new applicants on the project's waiting list. Transfers will be granted for the following reasons, and in the following order of priority.

1. Unit Rendered Uninhabitable Transfer:

Management may initiate a unit transfer when a unit has been rendered uninhabitable due to fire, natural disaster or other circumstance if management determines that the circumstance giving rise to the unit being rendered uninhabitable was not caused by the negligence of the resident household members or their guests.

2. Uninhabitable Due to Required Repairs Transfer:

Management may initiate a unit transfer when a unit is in need of repairs to correct defects hazardous to life, health or safety or in need of repairs deemed necessary by management that cannot be performed with the Resident residing in the Unit.

3. Reasonable Accommodation Transfer:

A resident with a disability may request a unit transfer when an accessible unit or unit with some accessibility features is needed by the resident as a reasonable accommodation. The resident shall complete the Request for Transfer Form. In addition, the resident may be required to complete the Verification of Disability and Need for Reasonable Accommodation/Modification form as part of such requests.

Management will provide reasonable accommodations to individuals with a disability to the maximum extent feasible. Management may modify the Resident's existing unit or transfer the Resident to another unit with the features required, upon availability. If a transfer is required, management will be responsible for reasonable moving costs. No Resident shall be permitted to transfer into an accessible unit from a non-accessible unit unless he or she actually requires the features of that unit, except in an emergency, as determined by management.

4. Accessible Unit Transfer:

Management shall require a resident to transfer when the unit is equipped with accessibility features that the occupying household does not need, and a resident or applicant has been identified who does need the accessibility features of the unit.

In the event of a management initiated or required transfer management will notify the tenant in writing of the requirement & reason for transfer, the time frame for transfer, and consequences for failing to transfer.

Elective Transfer:

The following policies apply to Tenants who wish to transfer for reasons other than those listed above.

Eligibility for Transfer:

The following conditions must be met in order for an applicant household to be eligible for transfer:

1. The household must meet the property's Program Eligibility and Applicant Screening requirements/criteria.
2. The household must be current on his/her rental payments and must not have three or more rental payments made after the 5th of the month in which the rental payment was due, within the last twelve months.
3. Management will conduct a housekeeping inspection of the household's current unit. Failure of the housekeeping inspection or discovery of damages that are beyond the scope of normal wear and tear may be grounds for denying the transfer request.

Fees:

All adult members of the household are subject to the application fee, due at the time of the application. This fee is non-refundable.

The household is subject to a transfer fee of \$500, due within 48 hours of management's transfer unit offer. This fee shall be refunded in the event management is unable to deliver the transfer unit for occupancy; otherwise the transfer fee is non-refundable.

Transfer Policies:

Existing households who wish to transfer must submit a full application in a manner consistent with the Application Process as described in this document.

The security deposit is due at lease signing. Management does not allow the transfer of the security deposit from the original unit to the new unit.

Any charges assessed during the move-out process of the original unit will be applied to the security deposit of the original unit. Management will notify the tenant in writing of any charges in excess of the original security deposit and such charges will be due immediately.

Existing household's wishing to transfer are not eligible for any move-in specials the property may be offering.

Pets

There will be two (2) pets allowed per unit. Failure to comply with this provision will result in a fine of \$100.00, a lease violation, and possible lease termination.

Pets must not exceed 50 lbs.

A refundable pet fee of \$250.00 for one (1) pet and an additional \$150.00 for the second pet must be paid in full prior to housing the pets on the premises.

Resident understands that they will be fully responsible for any damage caused to the unit or grounds by resident's pets.

Parking

There are 65 covered spaces available. Parking will be assigned, and no other on-site parking will be available for residents.

Fair Housing and Nondiscrimination

In compliance with Federal, State and local law, the Owner, Management or Management’s Agents will not discriminate in the selection of applicants by reason of race, color, sex, religion, age, handicap, disability, national origin, familial status, marital status, actual or perceived sexual orientation, gender identity or expression, occupation, personal appearance, political opinion, or any other protected class adopted by State or local government.

I have read and understand the Tenant Selection Plan for Artspace Silver Spring Arts Campus:

(✓) _____	_____
Head of Household’s Signature	Date
(✓) _____	_____
Spouse or Co-head’s Signature	Date
(✓) _____	_____
Other Adult Member’s Signature	Date
(✓) _____	_____
Other Adult Member’s Signature	Date



**We do business in accordance with the Federal Fair Housing Law
(Fair Housing Amendments Act of 1988)**



Artspace Silver Spring Arts Campus

GRIEVANCE PROCEDURE

I. DEFINITIONS

- a. Artspace Silver Spring Arts Campus is referred to as "the project" in this procedure.
- b. Charles Tini & Associates, LLC is referred to as "management" in this procedure.
- c. Complainant is defined as any resident or prospective resident in the project whose rights, duties, welfare, or status are or may be adversely affected by management's action or failure to act and who files a grievance with management with respect to such action or failure to act. Complainant is referred to in this procedure as "complainant," or "tenant."
- d. Grievance is defined as any dispute with respect to management action or failure to act in accordance with lease requirements, or any management action or failure to act involving the interpretation or application of management regulations, policies, or procedures which adversely affects the rights, duties, welfare, or status of the complainant.

II. DISTRIBUTION AND AMENDMENTS TO THIS PROCEDURE.

Management shall provide tenant with a copy of this procedure at move-in and shall post a copy of this procedure in the leasing office. Whenever this procedure is changed, management shall provide tenants with a thirty (30) day notice, along with a copy of the revised procedure and its effective date.

III. APPLICABILITY.

- a. This procedure shall apply to individual grievances between management and tenant.
- b. This procedure shall not apply to:
 - 1) the validity or propriety of the terms and conditions of the residential lease;
 - 2) eviction or termination of tenancy for non-payment of rent or any material non-compliance with the provisions of the lease that poses a hazard to the project or that threatens the health or safety of other tenants or management's employees;
 - 3) class grievances; and
 - 4) disputes between tenants not involving management.

IV. RIGHT TO A HEARING.

When a written request or complaint is submitted by a tenant to management as described in this procedure, the complainant is entitled to a hearing, relative to any actionable grievance as set forth herein. A grievance must be submitted in writing, by mail, fax or in person at the leasing office. The tenant shall present the grievance within a reasonable time, not to exceed ten (10) days from the occurrence of the action or failure to act which is the basis for the grievance. The grievance must be simply stated but must specify the particular ground(s) for the grievance and the action or relief being sought. Management shall schedule a hearing with the tenant within seven (7) days after receipt of the request.

V. HEARINGS.

- a. The hearing shall be an informal meeting between tenant and management to discuss the issues presented by the grievance. The parties participating in the hearing on behalf of management shall consist of the project site manager and the regional property manager or other corporate designee.
- b. Summary and Answer. Following the hearing, management shall prepare a written, dated, and signed answer to the grievance within a reasonable time, not to exceed fourteen (14) calendar days. Management shall mail or deliver one copy to the tenant and retain one in the tenant's file. The answer shall specify 1) the names of the hearing participants,

2) the date of the hearing, 3) the nature of the grievance, 4) the proposed disposition of the grievance and the specific reasons therefore, 5) the tenant's right to corporate review, and 6) the procedure for requesting a corporate review.

- c. Request for Corporate Review. If a tenant is dissatisfied with the proposed disposition of the grievance as stated in the answer, tenant shall submit a written request to management for corporate review, stating the grounds upon which review is being sought, and enclosed therewith, a copy of the written grievance and answer. Tenant shall make a written request for corporate review within ten (10) calendar days of the date of the answer. Said written request shall be dated and signed and shall be forwarded to:

John C. Duley, III, Corporate Counsel
900 Montgomery Street
Laurel, Maryland 20707

- d. Failure to Request Corporate Review. If you do not request corporate review within the time period set forth above, tenant shall be deemed to have waived that right and the proposed disposition of the grievance shall become final.

VI. CORPORATE REVIEW.

- a. Upon receipt of the written request for corporate review, a member of the corporate officer staff shall review the hearing record submitted by tenant and render a written decision within fourteen (14) days of receipt. At the sole discretion of the reviewing officer, additional information may be requested of the tenant. Such a request shall be in writing and shall specify the information and/or documentation requested.
- b. The reviewing officer shall prepare a written decision, including a statement of findings and conclusions. Copies thereof shall be mailed or delivered to the parties. In addition, a copy of the written decision, together with all documents related to the grievance, shall be placed in the tenant's file.
- c. Binding effect. The decision of the reviewing officer shall be based solely and exclusively upon review of the record presented. To the extent that the decision is not inconsistent with applicable law, regulations and project policies, the decision of the reviewing officer shall be binding.

VII. RIGHT TO GO TO COURT.

This grievance procedure has been established to provide all parties with a nonjudicial means of resolving problems and disputes. Neither use of or participation in any of the procedures included herein, shall constitute a waiver of, nor affect in any manner, whatever rights tenant or management may have to any judicial proceedings which may thereafter be brought in the matter.

I have read and understand the Grievance Procedure for Artspace Silver Spring Arts Campus:

Tenant Signature

Date

Tenant Signature

Date

ARTSPACE FREQUENTLY ASKED QUESTIONS



Q: What is Artspace?

A: Artspace is a nonprofit real estate developer specializing in creating, owning and operating affordable spaces for artists and creative businesses. Artspace is the nation's leading developer of arts facilities — live/work housing, artist studios, arts centers, commercial space for arts-friendly businesses and other projects.

Q: What is Artspace's mission?

A: Our mission is to create, foster and preserve affordable and sustainable space for artists and arts organizations.

Q: How does Artspace fulfill that mission?

A: Artspace works in three major areas — Consulting Services, Property Development and Asset Management.

- Through our Consulting Services, we share our expertise with clients across the country. In our process, we analyze and study the feasibility of new Artspace projects.
- Property Development creates new Artspace projects through a mix of historic renovation and new construction.
- Artspace's Asset Management group ensures long-term financial stability and affordability for artists.

Q: How many projects are currently owned and operated by Artspace?

A: At present, we own and operate more than 50 projects across the country. Most are live/work or mixed-use projects comprised of more than 1,720 residential units. Our portfolio of projects is rounded out with non-residential projects that provide space for artists and cultural organizations.

Q: What is the definition of a "live/work" project?

A: A live/work project is a residential building in which each dwelling has extra space (100 to 150 square feet) that the artist can use as a studio. Live/work units by Artspace have consistent design elements, such as high ceilings, large windows, durable surfaces and wide doorways. These spaces are designed to accommodate and

foster a variety of creative processes. Artspace live/work projects also include common spaces such as galleries, meeting rooms and green space that encourage tenant engagement, cooperation and community involvement. Most Artspace live/work projects are mixed-use buildings with housing on the upper floors and non-residential space on the lower floors.

Q: How does Artspace decide where to develop its projects?

A: Communities interested in pursuing an Artspace project invite our Consulting Services staff to assess the feasibility of developing a project. In an average year we make 15 to 20 feasibility visits to cities around the country; of these, two to four typically lead to projects. Our location decisions are primarily based on the feasibility and viability of the project as well as community support and engagement.

Q: After an Artspace project is started, what is the estimated time until completion?

A: Artspace projects normally span from four to seven years in most cases.

Q: Why does it take so long?

A: First, we are committed to community engagement as an essential part of the development process. Each Artspace project is built to address the unique needs of a specific community. We believe that the key to a successful project is taking the time to observe and listen to artists, civic leaders and other stakeholders in the community. Second, we research and build relationships with a variety of public and private funding sources. Though this can be a time-consuming process, it has an important upside: Artspace projects are fully supported and funded at the time of ground breaking.



ARTSPACE FREQUENTLY ASKED QUESTIONS

Q: How are Artspace projects funded?

A: We access public funding sources including those available for the creation of affordable housing, economic development, historic preservation and cultural facility development. Private sector funding often includes conventional bank financing as well as individual and community philanthropic support.

Q: Do the Artspace live/work projects qualify as affordable housing?

A: Yes. The majority of Artspace housing units are affordable to households earning at or below 60% of the Area Median Income (AMI) of the city or county in which the project is located.

Q: How much does it cost to live in an Artspace project?

A: In setting our rents, we adhere to affordable housing guidelines established by the U.S. Department of Housing and Urban Development. HUD uses a formula based on the local AMI, the degree of affordability of any given unit (expressed as a percentage of the AMI), the number of bedrooms in the unit, and the number of people in the household. While rents vary by community, our goal is to provide affordable space that is adequate for artists both to live and to work in their units. Artspace buildings provide live/work spaces that are larger than other affordable spaces and usually less expensive than other comparable spaces. And as part of our sustainability model, Artspace buildings remain affordable in perpetuity.

Q: Do you have to be an artist to live in an Artspace live/work project?

A: Anyone who qualifies for affordable housing may apply for residency in an Artspace project, but we give preference to those applicants who participate in and are committed to the arts. Applicants need not derive their income from their art.

Q: How does Artspace determine who is an artist?

A: We define the term “artist” broadly to encompass a wide variety of creative pursuits, including traditional art forms and those as diverse as clothing design, weaving and even canoe making. A community-based Artist Interview Committee meets all

applicants. The committee looks for evidence that applicants are seriously committed to their art and that they will be mindful and positive contributors to the building and community. The application and qualification process does not include judgment of quality of work.

Q: Who owns an Artspace live/work project when it is completed?

A: Once completed, Artspace retains ownership of its projects. We remain involved as owner/operators of our projects to ensure that the projects remain affordable for artists over the long term. In addition, we maintain and nurture our partnerships with the communities and artists.

Q: How does Artspace sustain its projects once they are in operation?

A: Artspace projects are financially self-sustaining through tenant rents, which are sufficient to meet mortgage payments, fund reserves and operating costs. Revenues in excess of expenses are set aside for preventive maintenance, common area improvements, and building upgrades. Artspace’s asset managers visit our properties multiple times a year to gather feedback, offer guidance, support and to provide connections for best practices throughout the Artspace community.

The Artspace logo features the word "artspace" in a lowercase, sans-serif font. The "art" is in a light green color, and "space" is in a dark blue color.

AMERICA'S LEADER IN ARTIST-LED COMMUNITY TRANSFORMATION

Artspace is a nonprofit organization that uses the tools of real estate development to create affordable places where artists can live and work. Artspace consistently develops these projects in ways that support stable, healthy communities, anchored in existing assets. Because Artspace owns each of the projects it develops, they are able to ensure that the spaces remain affordable and accessible to artists in perpetuity. With 50+ projects developed over the last three decades, Artspace has supported artist-led community transformation, representing a \$653 million investment in America’s arts infrastructure. While embracing the value the arts bring to individual lives, Artspace has championed the once-radical idea that both artists living with financial hardship, and chronically underfunded arts organizations, can leverage fundamental social change. With headquarters in Minneapolis and offices in Denver, New York, Seattle, and Washington D.C., Artspace is America’s leading developer of arts facilities; and has served as a consultant to hundreds of communities and arts organizations nationwide. www.artspace.org



ARTIST PREFERENCE FREQUENTLY ASKED QUESTIONS



Q: Do you have to be an artist to live in an Artspace live/work project?

A: Anyone may apply for affordable housing in an Artspace project, but we give a preference for occupancy to those applicants who participate in and are committed to the arts. Applicants do not need to derive their income from their art. It is not uncommon for artists to work in another field to support themselves, their dependents, and their art form.

Q: How does the Artist Interview Committee (AIC) work?

A: The AIC interviews self-identified artist applicants and will ask standard questions about their commitment to the arts, and interest in living in an Artspace building. Applicants are given an opportunity to show their portfolio/examples of their work and ask any questions that they may have at that time. In the Artist Interview Committee meeting, the applicant must be prepared to demonstrate that they are actively engaged in an art form. The willingness and ability to contribute to a cooperative/creative environment and show a commitment to engage in the greater community will also be discussed.

Q: Does the AIC judge my work?

A: No. The AIC interviews applicants to determine their energy and passion for their art form; they do not judge the content or quality of an applicant's artistic work.

Q: How does Artspace determine who is an artist?

A: We define the term "artist" broadly to encompass a wide variety of creative pursuits. An Artist Interview Committee consisting of arts leaders in the local community along with Artspace representatives (and later residents once the building is leased) interviews all applicants. The committee looks for evidence that applicants are seriously committed to their art and that they will be mindful and positive contributors to the building and community. The application and qualification process does not include judgment of quality of work. An 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 art, mixed-media and print-making.

- A person who creates imaginative works of aesthetic value, including but not limited to film video, digital media works, literature, costume design, photography, architecture and music composition.
- A person who creates functional art, including but not limited to jewelry, rugs, decorative screens and grates, furniture, pottery, toys and quilts.
- A performer, including but not limited to singers, musicians, dancers, actors and performance artists.
- A person involved in all culturally significant practices, including a culture bearer or practitioner, designer, technician, tattoo artist, hairdresser, chef/culinary artist, craftsperson, journalist, 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.

Q: Are all art forms allowed in Artspace residences?

A: Artistic processes that are extremely noisy, do not comply with local zoning regulations or involve hazardous materials are typically not allowed to be practiced in your unit. All uses must comply with applicable code. For example, welding, woodworking using power tools, amplified band practice or glass blowing would not be allowed.



AMERICA'S LEADER IN ARTIST-LED COMMUNITY TRANSFORMATION

Artspace is a nonprofit organization that uses the tools of real estate development to create affordable places where artists can live and work. Artspace consistently develops these projects in ways that support stable, healthy communities, anchored in existing assets. Because Artspace owns each of the projects it develops, they are able to ensure that the spaces remain affordable and accessible to artists in perpetuity. With 50+ projects developed over the last three decades, Artspace has supported artist-led community transformation, representing a \$653 million investment in America's arts infrastructure. While embracing the value the arts bring to individual lives, Artspace has championed the once-radical idea that both artists living with financial hardship, and chronically underfunded arts organizations, can leverage fundamental social change. With headquarters in Minneapolis and offices in Denver, New York, Seattle, and Washington D.C., Artspace is America's leading developer of arts facilities; and has served as a consultant to hundreds of communities and arts organizations nationwide. www.artspace.org





Artspace is committed to attracting creative individuals and families from diverse artistic and cultural backgrounds. We encourage all people in the creative arts to apply regardless of race, color, religion, sex, disability, national origin, ethnicity, gender identity, marital status, familial status, sexual orientation, occupation or status with regard to public assistance, or physical, mental, or emotional 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

Anyone who qualifies for affordable housing may apply for residency in an Artspace project, but we give a preference for occupancy to those applicants who participate in and are committed to the arts. Applicants need not derive their income from their art. It is not uncommon for artists to work in another field to support themselves, their dependents, and their art form. The Artist Interview Committee (AIC) screens applicants to determine their participation in, and commitment to, the arts; they do not judge the content of an applicant's artistic work.

WHAT DOES THE AIC DO?

The AIC meets with pre-qualified applicants and their families, to determine their level of commitment to the arts, community and their art form. An interview is conducted and scored by interviewers. The AIC's average score determines whether or not an applicant receives the artist preference designation. The AIC does not attribute a score to the artist's body of work.

WHO MAKES UP THE AIC?

The committee members will initially be comprised of members of the local arts community, arts and neighborhood advocates and an owner representative. Once the building is leased and in operation, the Artist Interview Committee will expand to include residents in good standing.

WHAT DETERMINES AN ARTIST?

We define the term "artist" broadly to encompass a wide variety of creative pursuits. This does not mean that the art the artist creates generates any or all of the artist's source of income. An 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 art, mixed-media and print-making.
- A person who creates imaginative works of aesthetic value, including but not limited to film, video, digital media works, literature, costume design, photography, architecture and music composition.
- A person who creates functional art, including but not limited to jewelry, rugs, decorative screens and grates, furniture, pottery, toys and quilts.
- A performer, including but not limited to singers, musicians, dancers, actors and performance artists.
- A person involved in all culturally significant practices, including a culture bearer or practitioner, designer, technician, tattoo artist, hairdresser, chef/culinary artist, craftsperson, journalist, 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.

PLEASE NOTE:

Artistic processes that are extremely noisy, do not comply with local zoning regulations or involve hazardous materials are typically not allowed to be practiced on the premises.

DOES THE AIC JUDGE THE ARTISTS' WORK?

No. The AIC interviews applicants to determine their level of participation in and commitment to their artistic practice.

ARTIST INTERVIEW PROCESS

HOW ARE THE MEETINGS CONDUCTED?

The owner representative or designated moderator coordinates the interview, runs the meeting and acts as liaison to the property manager. Committee members are provided an Interview Form with a list of questions for the applicant. Applicants share their artwork and ask any questions that they may have.

INTERVIEW GUIDELINES

- Each interview committee is comprised of 3-5 members, including an owner representative.
- Residents serving on the interview committee must be in good standing (no violations of lease or operating policies); management will confirm good standing.
- Interview committee meetings are run by the owner representative or by the person designated by the owner representative.
- If any member of the committee does not adhere to the process or guidelines of the Artist Interview Committee, that member will no longer be allowed to serve on the committee.
- All interviews are confidential.
- Owner representatives participate to ensure objective evaluation of all processes concerning fair housing and other public program guidelines.

SCORING

- Answers to questions are scored, Interview Forms are collected and an average score is calculated.
- Our methodology provides an applicant with a score between 1 and 5. Applicants with an average score of 3 or higher are given an artist preference designation.
- Each household is given preference (or not) 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 designation.
- Households with an average score of less than 3 are placed on a non-artist list.
- Applicants who receive the artist preference designation are offered units prior to applicants who are on the non-artist list.

FAIR HOUSING

Our interview process does not violate fair housing law. Members of the AIC must undergo fair housing training prior to participating. Members of the AIC are limited to the questions on the Interview

Form. Clarification questions can be asked to help a member of the committee to better understand an answer that has been given. The questions on the Interview Form have been specifically chosen because they prompt answers that help committee members ascertain the artist and their family's commitment to their art form and their commitment to the community, without violating provisions of the Fair Housing Act.

Applicants may have questions for committee members. Questions pertaining to any of the protected classes of fair housing may not be addressed. Applicants will be referred to the property manager for further questions that they may have about the project or their application status. Although this process may seem formal, it is extremely important. We want to be sure that every applicant that comes before the artist interview committee be treated consistently and fairly.



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Artspace's mission is to create, foster, and preserve affordable and sustainable space for artists and arts organizations. To foster a strong artist community within our projects, we encourage our residents to form committees to build community and self organize.

All committee meetings: 1) will be open to all residents, 2) will include a property manager for continuity, 3) will not have a power structure or hierarchy and 4) will be held in a common area. Meeting Notices announcing the date and time of meetings must be distributed to all residents. At the meeting, notes must be taken and submitted to the Property Manager for distribution to all residents.

Artist Interview Committee – AIC

The Artist Interview Committee conducts the interviews of applicants who have self-identified as artists on their application. The committee meets in groups of at least 3 but no more than 5 to interview applicants. This committee may include an outside member of the arts community as well as an owner representative.

Artspace complies with and operates within the requirements of federal, state, and local fair housing laws. *Artspace* does not discriminate against any person on the basis of race, color, religion, sex, handicap, familial status, or national origin. *At least one committee member per interview session must be trained in fair housing law to ensure the committee complies with fair housing law and non-discrimination.* Interview sessions require timely attendance and responsiveness, and are a critical part of maintaining a residential community of artists. If residents on the Artist Interview Committee do not meet within *5 business days* to interview an applicant, the interview process defaults to *Artspace and Property Management*.

Exhibition/Events Committee

The Exhibition/Events Committee organizes events, shows, crawls, lectures, activities of all sorts that engage the community, provide exposure and marketability for the artists, and provides a platform for the broader community to visit and benefit from the residents' activities.

These events require substantial coordination, resident involvement and responsibility. They must be balanced with the

residential nature of the building, be sensitive to families, and conducted within local laws and regulations and not in violation of funding requirements. Please see the Artspace Exhibition Policies for Resident Community Spaces.

Activities include managing a process to hear types of events and resident ideas, set a calendar, coordinate volunteer activities, and communicate with the owners and property management about facility needs. Volunteers on this committee will also host residential community spaces as exhibits or events take place.

Subcommittees may be formed for different smaller disciplines such as physical space (paint, hanging shows, etc.), others more in organizing, marketing, and managing the events.

The intensity of this committee varies with the interest and participation of the residents. Please ask your Artspace Asset Manager for examples of ways residents in our buildings across the country have activated their community spaces.

Other Committees

In addition to the two committees described above, residents may decide to organize other committees including:

- | | |
|---------------------|--------------------------|
| Gardening | Spring or Fall clean-ups |
| Communications | Newsletter |
| Security and Safety | Community Outreach |

Community Involvement

Residents connect with the broader community by organizing events and activities that engage their neighbors. Examples of other Artspace projects' community involvement include:

- Biannual St. Paul Artcrawl, Northern Warehouse and Tilsner Artist Lofts, St. Paul, MN (<http://saintpaulartcrawl.org>)
- Pioneer Square First Thursday Art Walk at Tashiro Kaplan, Seattle, WA (<http://www.pioneersquare.org/experiences/first-thursday-art-walk>)
- Tannery Lofts Annual Open Studios, Artspace Tannery Lofts, Santa Cruz, CA (<http://tanneryartscenter.org/open-studios/>)

