

# artspace

## Northside Artspace Lofts Information Packet



September 2020





## **Northside Artspace Lofts**

**229 Irving Ave. North, Minneapolis, MN 55405**

Dear Applicant,

Thank you for your interest in Northside Artspace Lofts. The project provides 100 units of affordable housing for individuals and families and up to 3,500 square feet of commercial space for arts-oriented businesses and organizations. Developed by Artspace Projects, Inc., Northside Artspace Lofts is located in Minneapolis' Harrison Neighborhood, approximately one mile from the Minneapolis Central Business District.

The project will offer its residents:

- **Efficiencies, one, two and three bedroom live/work units**
- **Open floor plans with high ceilings and durable surfaces**
- **On-site washer and dryer facilities**
- **Window coverings**
- **Community Gallery**
- **Outdoor arts engagement and child play area**
- **On-site management office**
- **Indoor bike storage and underground parking**

Artspace Projects, Inc. is committed to attracting creative individuals and families from diverse backgrounds; however, preference will be placed on applicants who can demonstrate a commitment to the arts. An artist's creative work need not be the person's occupation or source of income. It is customary for artists to work in other careers in order to support themselves, their dependents, and their art form. Artspace is interested in individuals who are committed to building a creative community and will give some of their time and energy toward this goal.

In this packet you will find information about renting a unit at Northside Artspace Lofts. Please note that the information is not all-inclusive and is subject to change. Please read all parts of the information packet. Due to federal support for the development of this project, we may require more information than what is common when renting an apartment. The types of information that we require are explained on the following pages. Please review the entire packet carefully and remember it is imperative to provide all requested materials when submitting your application.

--The Artspace Team

◆ **Household Size /Occupancy Standards:** Prospective residents must accept a unit based on their household size at move-in per the chart below:

Number of Bedrooms	Minimum Number of Persons	Maximum Number of Persons
Efficiency	1	1
1 bedroom	1	2
2 bedroom	2	4
3 bedroom	3	6

◆ **Estimated Rents, Income and Affordability Restrictions (this information may be subject to change):** Northside Artspace Lofts was made possible with financing that encourages affordable housing. As a result, units are restricted to residents who meet certain income guidelines.

**ESTIMATED RENTS**

**Based on MHFA 2020 Maximum Rent Schedule SUBJECT TO CHANGE IN 2021**

<u>Unit Type</u>	<u>30% AMI</u>	<u>50% AMI</u>	<u>60% AMI</u>
STUDIO	-	\$836	\$1,017
1BR 1BA	-	\$892	\$1,086
2BR 1BA	-	\$1,068	\$1,301
3BR 2BA	\$693	\$1,231	\$1,500

*Rental Rates subject to change in 2021 & unit square feet may vary*

**ESTIMATED MAXIMUM INCOME LIMITS**

**Based on MHFA 2020 Maximum Income Limits Schedule**  
**SUBJECT TO CHANGE IN 2021**

<u>Family Size</u>	<u>30% AMI</u>	<u>50% AMI</u>	<u>60% AMI</u>
1 Person	\$21,720	\$36,200	\$43,440
2 Person	\$24,840	\$41,400	\$49,680
3 Person	\$27,930	\$46,550	\$55,860
4 Person	\$31,020	\$51,700	\$62,040
5 Person	\$33,510	\$55,850	\$67,020
6 Person	\$36,000	\$60,000	\$72,000

*Max Income Limits are based on 2020 Hennepin County. These limits are subject to change*

The Northside Artspace Lofts project must follow Section 42 of the IRS Code, along with all HOME, Department of Housing and Community Development rules and program guidelines.

The property recognizes and utilizes all Fair Housing Laws and all other state and federal regulations when giving preferences to special persons. The Project provides housing on an equal opportunity basis. We do not discriminate against applicants on basis of race, color, religion, sex, national origin, family status, disability or handicap.

The property will not deny to any family the opportunity to apply for housing, nor deny to any eligible applicant the opportunity to lease housing suitable to its needs; provide housing that is different than that provided others; subject a person to segregation or disparate treatment; restrict a person's access to any benefit enjoyed by others in connection with the housing program; treat a person differently in determining eligibility or other requirements for admission; deny a person access to the same level for services; or deny a person the opportunity to participate in a planning or advisory group, which is an integral part of the housing program.

Artspace Projects, Inc. and MetroPlains does not discriminate on the basis of disability status in the admission of or access to, or treatment of or employment in its federally assisted programs and activities.

### **Resident Selection Criteria**

Artspace and MetroPlains are committed to providing, managing, and promoting quality affordable housing to diverse communities in diverse locations. Residents will be impartially selected based upon the criteria specified below. Qualifying artists will be given preference.

**Appropriate Family Size** – It is important that housing units are maximized to ensure that as many individuals as possible are housed. Therefore, the household size must be appropriate for the available unit – at least one person per bedroom and not more than two people per bedroom - See Appendix attached.

- A. **Legal age** - You must be 18 years or older if applying for occupancy as head of household or co-head of household.
- B. **Income** - The household income must fall within the established guidelines under the Section 42 tax credit program or other Federal or State program requirements. (See Appendix).
- C. **Applicant Must Demonstrate Good Rental History** – We understand that life happens, so we are looking for “good” rental history, not “perfect” rental history. We will consider only three years prior to the date of application. Good rental history includes, for example, honoring the obligations of prior leases, honoring the rules of the community, making rental payments on time, engaging in a pattern of respectful conduct toward other community members, and leaving the community in the same condition as it was when it was initially rented.

Evictions filed within one year and resulting in a judgment, or two within five years resulting in a judgment, from date of application will be cause for denial of rental application. If the eviction is filed in connection with a foreclosure of the primary residence, it will not result in denial.

**APPEAL OR REVIEW:** Applicant may request an appeal or review if the only reason for denial is rental history and if they can show that the reported history is false or there were extenuating circumstances such as serious illness or loss of job.

- D. Credit History** – An applicant’s past financial performance in the form of credit history will be used to determine their likelihood of rental success. The following criteria will be applied on an individual basis and is limited to the 12-month period preceding the application date.

At least five negative credit items or negative credit items totaling \$5,000.00 or more within one year of the application may result in a denial. A negative credit item is defined as a charge-off, bad debt, or a current late account over 90-days past due.

Court actions for collections resulting in judgements, either pending or levied, may result in denial if the cumulative total, including negative credit items, exceeds \$5,000.00.

Balance owed to a previous landlord within three (3) years from the application (except within the managed portfolio of MetroPlains), may result in denial. The balance must be paid in full to be considered for housing.

**POLICY:** If there is a balance owing to a community that MetroPlains currently manages, the balance must be paid in full prior to lease approval. There is no time limit in this circumstance. MetroPlains will not approve a rental application if money is owed to current clients of MetroPlains’.

**EXCEPTIONS:** Discharged bankruptcy proceedings, and the debts that have been discharged thereunder, past due medical bills, student loans, or a foreclosure of your primary residence will not be considered a negative credit item.

**APPEAL OR REVIEW:** Applicant may request an appeal or review if the only reason for denial is credit history and if they can show that the reported history is false or there were extenuating circumstances such as serious illness or loss of job.

- E. Criminal History** - Only conviction history will be considered for denial. All timeframes are determined from the date of the application.

The following criminal convictions, or convictions for conspiracy, will result in a fifteen (15) year denial period: homicide; kidnapping or false imprisonment; weapons crimes; arson; crimes against children; sex crimes; robbery; assault and/or battery; theft/larceny.

Other felony convictions not listed above will result in a seven (7) year denial period.

Felony convictions relating to distribution of illegal drugs will result in a five (5) year denial period.

Gross misdemeanor convictions will result in a three (3) year denial period. Gross misdemeanor convictions involving operation of a motor vehicle will not be considered.

Incarceration (defined as more than 12 consecutive months of incarceration) will result in denial for three (3) years from the date of release.

Misdemeanors or petty crimes will result in denial if there are two or more within three years. Misdemeanor or petty crimes involving operation of a motor vehicle will not be considered.

Any convictions for possession of marijuana will not be considered.

In the case of domestic violence, dating violence, sexual assault, or stalking convictions, where the applicant is a victim, determination of tenancy or occupancy will be made on a case-by-case-basis in compliance with the Violence Against Women Act or state law.

**APPEAL OR REVIEW:** Applicant may request an appeal or review if they believe a denial based on criminal background is based upon incorrect or insufficient information.

**F. Student Status** – A household that is comprised of only full-time students will not be eligible for occupancy unless:

- a) Students are married and entitled to file a joint tax return;
- b) At least one (1) student is a single parent with child(ren) and this parent is not a dependent of someone else, and the child(ren) is/are not dependent(s) of someone other than a parent;
- c) At least one student is receiving Temporary Assistance for Needy Families (TANF) (formerly known as Aid to or in Minnesota, the Minnesota Family Investment Program (MFIP)); or
- d) At least one student participates in a program receiving assistance under the Job Training Partnership Act (JTPA), Workforce Investment Act or under other similar federal, state or local laws.
- e) At least one student of the household was, within five (5) years of the effective date of the initial income certification, in foster care.

**G. Behavior and Conduct** - If applicant exhibits any of the following, Management has the right to deny their application for housing: display of uncooperative, abusive or belligerent attitude towards Management and/or members of an interviewing committee during the application process, providing information on application or in an interview which is false, misrepresented, incomplete or non-verifiable.

**H. State and Federal Laws** - Applicants shall meet the eligibility requirements imposed by applicable State and Federal laws and any regulations.

**I. Denial of Application**: In the event any application is not approved, the applicant shall be notified, in writing, by first class mail as to the reasons for non-selection and whom to contact for additional information.

**J. VAWA (Violence Against Women Act):** Applicant may not be denied tenancy solely on the basis of criminal activity directly related to domestic violence, dating violence, sexual assault, or stalking if the applicant otherwise qualifies for admission or occupancy.

**K. Holding a Unit:** If an applicant prefers a specific unit and they want that unit to be taken off the market, they must pay a holding fee. Any holding fee paid at this time will be applied to the security deposit when the applicant leases the unit. Unless the holding fee is paid, there is no guarantee that the applicant will secure the desired unit. Management will continue to process other applications for the unit. Prior to move-in, the security deposit and first month's rent must be paid in full.

**L. Verification:** Information provided on your application will be verified. For required verification purposes, applicants must sign a written authorization and release of information. Applications are not considered complete until all required verifications have been obtained.

◆ **Smoke Free Community-** Northside Artspace Lofts is a smoke-free property. Residents, authorized occupants, guests, and other persons on the Property shall refrain from smoking in any units, as well as in any common areas of the Property.

◆ **Pets**

- 1) 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.
- 2) Pets must not exceed 50 lbs.
- 3) 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.
- 4) Resident understands that they will be fully responsible for any damage caused to the unit or grounds by resident's pets.

◆ **Parking-** There are 100 spaces available, one space per household. Parking will cost \$75 dollars per month. There are two levels of parking with two separate garage doors, the north entrance off Irving is a full level of about 70 spaces and the south entrance, off James has the remaining spaces. These garage spaces are accessible by card reader and have security cameras. Both levels connect to the lobby of the building. There are parking lots between our building and Wellingtons, these are for Wellington's full use during the workday and our use for nights and weekends. Our use of these spaces is only for special events that we will need approved.

**Contact**

For questions regarding leasing, income and eligibility qualifications, please contact MetroPlains Management at [northsideartspace@metroplains.com](mailto:northsideartspace@metroplains.com) or 612-378-4778 or [www.metroplains.com](http://www.metroplains.com).

## **NORTHSIDE ARTSPACE LOFTS APPLICATION PROCESS**

Northside Artspace Lofts applications are available free of charge online and in person. Applications will be processed by the management company, MetroPlains Management.

### **Waitlist Registration:**

Waitlist Registration forms are available now. We recommend submitting your waitlist form as soon as possible. MetroPlains will put your name on a communication list to stay in contact with you about the application.

### **Applications will be available on January 15, 2021:**

- Online at [www.artspace.org](http://www.artspace.org)
- In person during business hours 9 a.m. to 4 p.m. at:  
2720 Louisiana Court, St Louis Park, MN 55426

### **Applications will be accepted March 8<sup>th</sup>, 2021 on a first come, first serve basis.**

All applications will be date, and time stamped as they are received. Applications received via mail will be time and date stamped at 5pm the day of receipt and processed by random selection for that date.

We recommend submitting your completed application as soon as possible on March 8<sup>th</sup>, 2021. The applications can be received in one of two ways:

1. In person, beginning at 9:00 a.m. at: 2720 Louisiana Court, St Louis Park, MN 55426
2. Via United States Postal Service:  
Northside Artspace Lofts  
c/o of MetroPlains Management  
2720 Louisiana Court  
St. Louis Park, MN 55426

\*Applications sent via US Mail should be postmarked no earlier than March 8<sup>th</sup> 2021; failure to comply will result in your application being placed at the end of the application waitlist.

### **Procedure and Timetable:**

Each adult applicant will be required to pay a non-refundable **application screening fee of \$12.00 per adult age 18 and over** when submitting the full application for processing. This fee covers the credit report and criminal, employment and rental history background check. **A holding fee in the amount of \$250 is also required at this time.** This fee is to select a preferred unit type and is refundable if an application is rejected, or if the applicant decides to withdraw their application by notifying management within three days of background/credit check approval. Upon notification of approved tenancy, the holding fee will be applied towards security deposit.

Please be patient, the process of document verification may take several weeks to complete and management may request additional documentation. After the income verification and background check, if it is determined that your application meets eligibility criteria to reside at the Northside Artspace Lofts, management will contact you regarding next steps including the Artist Selection interview process.

# Northside Artspace Lofts Income and Asset Verification Checklist



To ensure an efficient approval process, please be sure to include copies of as many of the supporting documents/or information listed below that applies to you in addition to your full application. It is imperative that you read through the entire application and fill out all the information requested. Omission of any of the requested documentation **will** delay processing. Each household member over the age of 18 must submit the following:

## Income Verification

- If you are Employed, we will require your six most recent consecutive pay statements.
- If Self-Employed, submit a signed copy of last year's federal income tax return, including all attachments, such as Schedules C, E and F (if applicable). If you have been self-employed for less than one-year, you will need to sign "Self-Employment Verification" form provided by management and your application will require a Profit and Loss statement.
  
- If on Social Security/SSI, unemployment, disability or any government assistance, a copy of the most recent award letter from the agency. This letter informs the applicant what their benefits will be for the next year.
  
- If receiving county public assistance, a printout of monthly benefits will be needed, along with an EBT printed receipt showing current cash value on the card.
  
- Any pension/annuity/VA award letters. In the absence of an award letter, you will need to bring us the address of the agency, which we will need to complete the verification form. The applicant who receives this benefit must sign the corresponding verification form for any pensions/annuities.
  
- Records of a divorce decree and if alimony is received.
- Court Ordered Child Support documentation.
- Regular Contributions- Documentation from person verifying financial contributions given to household.

## Asset Verification

- A copy of your six most recent bank statement(s) that includes an account number and address of bank.
  
- A copy of you most recent statement of investments, such as stocks, bonds, IRA's, CD's, 401(k), Money Market funds, etc. that includes the account number and address of the bank. The applicant who owns the asset must sign the corresponding verification form for any assets.

- A copy of any real estate contracts for sale or rental the applicant may be holding that identifies the term, the amount and the interest rate. An amortization schedule, if available, would also be helpful.
- A copy of the closing statement if any real estate has been bought or sold within the past 2 years.
- Verification of any assets that have been disposed of in the past 2 years for less than market value.

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.

Management will require all applicants to provide the remainder of the security deposit (equivalent to one month's rent) prior to your move in date.

## Frequently Asked Questions

### 1. *What is the Northside Artspace Lofts?*

The property is a new five-story, 100-unit, Green Community designed building located on the Northside of Minneapolis. This unique project will be located in the Harrison Neighborhood, just two blocks south of Glenwood Avenue, bordering Cedar Lake Road. It is a transit friendly location that is in walking distance of bus stops, Cedar Lake Trail and the future Basset Creek Valley stop on the Southwest Light Rail.

### 2. *What is Artspace Projects, Inc.?*

Artspace is a non-profit corporation whose mission is “to create, foster, and preserve affordable sustainable space for artists and arts organizations.” Our development activities have included construction/renovation of more than 2,000 units of live/work space for low/moderate income artists. Artspace now has 53 projects in 20 states, of which there are three working studio buildings and one performing arts center.

### 3. *Who can apply to live at the Northside Artspace Lofts?*

Anyone can apply. Artspace is committed to attracting creative individuals and families from diverse artistic and cultural backgrounds and gives an artist preference. We encourage all people to apply regardless of race, color, creed, religion, national origin, ethnicity, gender, marital status, familial status, sexual orientation, and status with regard to public assistance, or physical disability.

### 4. *How many units are there? What size are they? What will the range of rents be?*

There are 100 units, including efficiencies, one, two- and three-bedroom units ranging in size from 500 to 1,134 square feet. Please contact MetroPlains Management for current rental rates. Residents will be responsible for paying their own telephone, electric, cable, and internet bills in addition to their rent.

### 5. *How do you define affordable housing?*

There are specific qualifying income guidelines imposed on our projects due to the low-income housing tax credits we use to fund the project. These income guidelines are based on the area median household income of Hennepin County and can change yearly. You must submit income information annually.

The program will allow your income to increase to a specified level without requiring you to move out, however, each situation is different so please contact management. This must be your only residence.

### 6. *How is income determined?*

If self-employed, we will use Schedule C and use your net income after business expenses. If employed, your annual gross income and 6 most recent consecutive pay stubs will be used to determine current income. Gross income from all sources must be included and verified via employer, with copies of pay stubs and/or a W-2 and tax return. Please refer to the checklist to see all sources of income that may be used to determine your income.

7. *What about assets, pensions, spousal and child support, homeownership, temporary income, disability income, Section 8 Vouchers and student financial aid?*

All income from assets is added as part of the household annual income. Income also includes any disability, SSI, child support payments, student financial aid, etc. Applicants who own real estate may also qualify, depending on the net income generated from the real estate asset. Persons with Section 8 vouchers are encouraged to apply. Please refer to the checklist to see all sources of income that may be used to determine your income.

8. *How do student loans, bankruptcies and credit ratings effect qualification?*

Credit checks are completed to verify applicants' credit and establish a history of past credit problems. Documented extenuating circumstances such as a divorce or medical problems MAY be cause for waiving credit requirements or to justify recent bankruptcy.

9. *Do Northside residents get priority?*

No, applications will be accepted on a first come first served basis regardless of current place of residence. Fair Housing Laws requires that anyone can apply for housing.

10. *How is household defined?*

You must be over 18 to apply. Each adult in the household must supply qualifying information. The total household income must fall below the maximum amount. A household may be adults who choose to live together.

11. *Can I sublet my unit?*

No, subletting or use as an Airbnb is not allowed in the LIHTC/HOME program.

12. *What about insurance?*

Tenants are strongly encouraged to obtain renter's insurance.

13. *What will be provided and what kind of improvements will I need to make?*

Your new home at Northside Artspace Lofts will have all the amenities of a residential unit built to code. It will include bathroom, kitchen, and bedroom(s). All modifications to your unit must meet fire and safety codes and be approved by management prior to those modifications being installed.

14. *Who will manage the property?*

MetroPlains Management will oversee daily operations and maintenance of the property.

15. *Will artists be able to make and sell works, teach classes, and have space open to the public?*

Your live/work unit is a residential unit with space for you to make your work. It is not a commercial space for selling work. A business with regular hours cannot be operated out of a residential unit however you can sell your work and open your unit to the public.