

artspace

Artspace Silver Spring Arts Campus Information Packet



October 2020





Artspace Silver Spring Arts Campus

801 Sligo Avenue Silver Spring, MD 20910

Dear Applicant,

Thank you for your interest in Artspace Silver Spring Arts Campus. The project includes a newly constructed, 4 story low-rise residential building with 68 units of quality, modern and affordable live-work housing and 801 square feet of community space comprised of a large entry/lobby that will double as gallery and meeting space in addition to a dedicated meeting room for resident functions or community gatherings. There is a sizable plaza along Sligo Avenue and a rear courtyard that will integrate green space and storm water management creating a campus like feel. Developed by Artspace Projects, Inc., Artspace Silver Spring Arts Campus is located in the heart of Silver Spring, Maryland part of Montgomery County.

Special Note: The campus will also offer artist studio and marker spaces in the former police station building (approximately 7,500 square feet) and 11 for-sale townhomes that will face Grove Street. The artist studio/marker spaces and the for-sale townhomes will not be discussed at the artist information sessions but will be addressed in separate forums to happen later in 2020 and early 2021.

The project will offer its residents:

- **Efficiencies, one, two and three bedroom live/work units**
- **11 units designated for veterans**
- **Open floor plans with high ceilings and durable surfaces**
- **In unit washer and dryer**
- **Community events and exhibition facilities**
- **Outdoor arts engagement**
- **On-site management office**
- **Covered parking spaces**

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 live/work unit at Artspace Silver Spring Arts Campus. 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

Rents, Income and Affordability Restrictions (this information may be subject to change): Silver Spring Arts Campus was made possible with financing that encourages affordable housing. As a result, units are restricted to residents who meet certain income guidelines.

RENTS

<u>Unit Type</u>	<u>30% AMI Veteran Set Aside</u>	<u>50% AMI</u>	<u>60% AMI</u>
EFFICIENCY	\$563	\$954	\$1,175
1BR 1BA	\$594	\$1,017	\$1,253
2BR 1BA	\$702	\$1,219	\$1,503
3BR 2BA	\$799	\$1,405	\$1,732

***Rental rates subject to change in 2021 and unit square footage may vary from 571 square feet to 1,675 square feet. *Utilities will not be included.**

MAXIMUM INCOME LIMITS

<u>Family Size</u>	<u>30% AMI Veteran Set Aside</u>	<u>50% AMI</u>	<u>60% AMI</u>
1 Person	\$26,460	\$44,100	\$52,920
2 Person	\$30,240	\$50,400	\$60,480
3 Person	\$34,020	\$56,700	\$68,040
4 Person	\$37,800	\$63,000	\$75,600
5 Person	\$40,830	\$68,050	\$81,660
6 Person	\$43,860	\$73,100	\$87,720

***Rents and Maximum Income Limits based on 2020 Low Income Housing Tax Credit limit published by Maryland Department of Housing and Community Development**

The Silver Spring Arts Campus project must follow Section 42 of the IRS Code, along with all HOME, Maryland 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. has selected Charles Tini & Associated LLC (The CT Group) as the local property management company.

Artspace Projects, Inc. and Charles Tini & Associates LLC (CTA) 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.

TENANT SELECTION PLAN CRITERIA

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 Low-Income household with income that is not greater than 30% of the Area Median Income as established annually by HUD. Applicants will still need to meet program eligibility in order to be eligible for admission.

Artspace Artist Preference

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.

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.

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, with some units having further restriction to income at or below 50% or 30% 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 all 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 60% 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 \$25,025. 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, and regulations contained in the HUD Handbook 4350.3.

Artist Preference

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.

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.

Please refer to the Artspace Interview Process attached to the Tenant Selection Plan for 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:

- 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.

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.

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

Contact

For questions regarding leasing, income and eligibility qualifications, please contact Charles Tini & Associates LLC at SSArtsCampus@thectgroupplc.com or 240-554-6549.

SILVER SPRING ARTS CAMPUS APPLICATION PROCESS

Silver Spring Arts Campus applications are available free of charge online. Applications will be processed by the management company, Charles Tini & Associates, LLC (CTA).

Information Registration:

Information Registration forms are available now. We recommend submitting your information request to SSArtsCampus@thectgrouppllc.com as soon as possible. CTA will put your name on a communication list to stay in contact with you about the application.

Applications will be available on October 1st, 2020:

- Online at www.artspace.org/Silver-spring
- By email at SSArtsCampus@thectgrouppllc.com

Applications will be accepted starting October 1st, 2020 on a first come, first serve basis.

All applications will be date, and time stamped as they are received.

We recommend submitting your completed application as soon as possible after October 1st, 2020.

Procedure and Timetable:

Each adult applicant will be required to pay a non-refundable **application screening fee of \$12.80 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. 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 Silver Spring Arts Campus, management will contact you regarding next steps including the Artist Selection interview process.

A reservation fee in the amount of \$250 will be 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. Upon notification of approved tenancy, the reservation fee will be applied towards security deposit.

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

- ◆ 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.
- ◆ Last six (6) paystubs for each employed member of your household, as well as detailed **contact information** for each employer (name of supervisor, mailing address, phone number).
- ◆ Last three (3) paystubs, receipts or benefit letter for each member of your household receiving Unemployment, Worker's Compensation, Social Security, Pensions, Public Assistance, Disability Payments or other regular payments received and detailed **contact information** for each case manager (name, mailing address, phone number).
- ◆ Any information you may have for each member of your household regarding potential increases or decreases in income over the next 12 months (i.e. completion of training, promotion, retirement, etc.).

ASSETS

- ◆ Last six (6) bank statements for all checking accounts of each member of your household. Last three (3) statements for all savings, money market, CD's, etc.
- ◆ Any life insurance, annuity, stock/bond statements (last three months or last two quarters) for each member of your household.
- ◆ Evidence of value of any other assets including: IRA, Keogh, other Retirement Accounts, Trust Funds, Cash on Hand in excess of \$500, land contracts, vacation homes, safe deposit boxes or other personal property (i.e. coin or other collections).
- ◆ Information on any real estate owned by each member of your household (even if owned jointly with another party), if any.

STUDENT STATUS

- ◆ Enrollment records for any member of your household currently enrolled in college or a job-training program.
- ◆ Copies of financial aid documents detailing the amount of aid received and the amount of tuition.
- ◆ Letter from training/career development location (on letterhead) with enrollment, attendance, start date and type of program. Copies of financial aid documents should also be provided.

OTHER INCOME (ALIMONY/CHILD SUPPORT)

- ◆ Divorce Decree or Custody Agreement if alimony or child support are ordered, even if the payments are not currently being received. If payments are ordered but not received provide evidence of appropriate court action i.e. judgement, etc.

Frequently Asked Questions

1. *What is Artspace Silver Spring Arts Campus?*

The property is a mixed-use project resting on 2.3 acres of land along Sligo Avenue in the heart of Silver Spring, Maryland. It includes a newly constructed, 4 story low-rise residential building with 68 units of quality, modern and affordable live-work housing and 801 square feet of community space. The project also includes a renovation of the retired Third District Police Station into an arts center with about 7,500 square feet for artist commercial and retail space. There is a sizable plaza along Sligo Avenue and a rear courtyard that will integrate green space and storm water management creating a campus like feel. Eleven for-sale townhomes are also being built along the eastern boundary of the site and will face Grove Street.

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

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. 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 Artspace Silver Spring Arts Campus?*

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 68 units, including efficiencies, one, two- and three-bedroom units ranging in size from **570 square feet to 1675 square feet**. Please contact The CT Group 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 Montgomery 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 affect 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 Montgomery County 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. Do I get a washer and dryer in my unit?

Yes. Each unit will be provided with a stackable washer and dryer, which you will be responsible to clean filters and operate correctly.

13. What about insurance?

Tenants are strongly encouraged to obtain renter's insurance.

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

Your new home at Artspace Silver Spring Arts Campus, 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.

15. Who will manage the property?

Charles Tini & Associates LLC will oversee daily operations and maintenance of the property.

16. 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.