

# INSTRUCTIONS FOR THE APPLICATION PROCESS

## TO LIVE AT TRINIDAD ARTSPACE LOFTS

1. If you are interested in applying to live at the Artspace Lofts, please call Silva Markham, the property management company at (303) 835-8181 or send an email to [artspaceloftsmanager@silva-markham.com](mailto:artspaceloftsmanager@silva-markham.com).
2. A representative from Silva Markham will respond, and you should be prepared to answer the following questions:
  1. Gross Annual Income of household
  2. Contact Information
  3. Preferred unit type
  4. After answering these questions, you will be notified if you are prequalified
3. Once the property is ready to start leasing, Silva Markham will respond to all pre-qualified applicants to let them know when the initial lease-up appointment date will be. The order that applications will be processed will be determined at this appointment date by a first-come, first-served standard.
  1. At the appointment date, Silva Markham asks for a \$29 app fee, \$99 in holding deposit (in two separate money orders, one for \$29 and one for \$99) and most recent paycheck stub. Applicant fills out the application and selects a unit they are most qualified to rent with the assistance of Silva Markham. The \$29 application fee is non-refundable, the \$99 deposit can be refunded.
  2. After the appointment, Silva Markham runs the applicant's credit and criminal reports, sends off a request for verification of employment, assets and rental references.
  3. Once the file is completed by Silva Markham it goes to a 3<sup>rd</sup> party for a compliance check, where it is approved for Low-Income Housing Tax Credit federal and state standards.
  4. Once Artspace gets the Certificate of Occupancy, which enables tenants to move into units, Silva Markham, calls the applicants has them come look at their new home, pay the remainder of their deposit and select a Move-In date.
  5. Leases are then finalized, and the resident now moves into their new home.