

artspace

Pullman Artspace Lofts

11137- 49 South Langley Avenue

Information Packet



July 2019



Pullman Artspace Lofts
11137-49 Langley Avenue, Chicago, IL 60628

Dear Applicant,

Thank you for your interest in Pullman Artspace Lofts. This project provides 38 units of affordable housing for individuals and their families with close to 2,000 square feet of community/gallery space managed by Pullman Arts. Developed by Artspace Projects, Inc., Chicago Neighborhood Initiatives (CNI) Group, and PullmanArts, Pullman Artspace Lofts is the first new residential housing to be created in the Pullman Historic District in decades. Located just south of 111th Street on Langley Avenue, the project consists of two historic book-end buildings and one new construction building. The property will offer its residents:

- Spacious studio, one, and two bedroom lofts ranging from approx. 498 -1,000 sq. ft.
- Open floor plans with high ceilings and durable surfaces
- On-site washer and dryer facilities
- Window coverings
- Wide common area hallways for exhibit space
- Community meeting room
- On-site management office
- Street and on-site parking
- Easy access to public transit

Artspace Projects is committed to attracting creative individuals and families from diverse backgrounds. 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 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 Pullman Artspace Lofts. Please note that the information is not all-inclusive and is subject to change. You are encouraged to read all parts of the information packet. Adult members referenced in this packet means any person 18 years of age and older. 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 make sure to provide all requested materials when submitting your application.

Resident Selection Criteria

The Pullman Artspace Lofts project must follow Section 42 of the IRS Code, along with all Department of Housing and Community Development (HUD) rules.

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

Maximum occupancy per bedroom

Studio	1 to 2 persons
1 bedroom	1 to 2 persons
2 bedroom	2 to 4 persons

◆ **Income and Affordability Restrictions (this information is subject to change):**

Pullman Artspace Lofts was made possible with financing that encourages affordable housing. Thus, units are restricted to applicants who meet certain income guidelines.

Unit Type	Unit Size sq. ft.	Gross Rent	Utility Allowance	Net Rent
Studio	495-546	\$444 - \$804	\$84	\$360 - \$720
1 - Bedroom	510-672	\$476 - \$862	\$102	\$374 - \$760
2 - Bedroom	763-1000	\$571- \$1031	\$121	\$450 - \$910

(Note: Rental Rates are subject to change and unit square feet may vary)

Income Ranges

Household Size	60% AMI	50% AMI	40% AMI	30% AMI
1 Person	\$37,440	\$31,200	\$24,960	\$18,720
2 Person	\$42,780	\$35,650	\$28,520	\$21,390
3 Person	\$48,120	\$40,100	\$32,080	\$24,060
4 Person	\$53,460	\$44,550	\$35,640	\$26,730
5 Person	\$57,780	\$48,150	\$38,520	\$28,890
6 Person	\$62,040	\$51,700	\$41,360	\$31,020

* 2019 limits. This information is subject to change based on adjustments established by HUD

Your household cannot exceed the maximum income limits listed above. After all required documentation has been submitted, your rental application and supporting documentation will be reviewed and the decision to approve or decline your rental application will be made by the Ludwig Compliance Department.

◆ **Criminal Background Check:** A complete background check will be processed on all adult members of your household. Conviction history will be considered for denial; arrest history may be considered (i.e. felony conviction within the last five years or sex offense. Misdemeanors will not be grounds for denial).

◆ **Rental Credit History** - Management will review all public records including credit, rental history reports and personal reference checks on each adult members age 18 and older applying.



◆ **Behavior and Conduct** - Management has the right to deny any applicant based upon negative behavior towards management or the interviewing committee.

◆ **Student Status and Guidelines**- Pullman Artspace Lofts has eligibility restrictions for full time students. All households are required to complete a Full-Time Student Affidavit as part of the initial certification and annually thereafter. If a single applicant (or present tenant) or all applicants (or present tenants in a unit) are full-time students and not married, then that household is usually not eligible to resident in an LIHTC (low income housing tax credit) unit, unless it meets one or more of the student exemptions. See management representative for exemptions.

◆ **Holding Deposit** - Management will require all applicants to provide a holding fee at the time of application which will be applied to the deposit at the move in. In the event the applicant /household is qualified to move into the property, but decides to withdraw the application after three (3) days of notification, the holding deposit will be retained by management and not refunded to the applicant.

◆ **Identity** - All adult family members (18 years old and older) must provide a copy of their social security card. A second document or identification such as driver's license is required for all adult members of the household.

◆ **Interest/Waiting List**- Management will establish a Waiting list for the project when the application period closes. If there are no available units at time of application, an applicant will be placed on the waiting list in the order in which the application was received. Rank on the waiting list does not ensure an applicant of housing. All eligibility requirements must be met.

If an applicant on the Waiting list is offered an apartment and refuses the offered apartment, he/she may remain on the Wait list if the refusal reason is considered a valid reason in management's judgment. A second refusal for any reason will cause the applicant's name to be removed from the waiting list and their holding deposit retained.

◆ **Smoke Free Community**- All Artspace properties are smoke-free. All residents, authorized occupants, guests, and other persons on the property shall refrain from smoking in units and in any common areas.

◆ **Conducting Business from Individual Units** - Pullman Artspace Lofts was substantively financed with Low-Income Housing Tax Credits (LIHTC). This prohibits operating a business in apartment homes, these units are to be used for private dwellings.

◆ **Business in Common Area(s)/Community Space** - Rules for LITHC projects do not allow commercial activity in the residential common areas of the building. It is incumbent upon management and ownership to ensure that no action, however unintentional, jeopardizes the good standing of the project with respect to the tax credit compliance requirements.

Commercial activity is prohibited in the common areas of the building, (hallways, community rooms, etc.) when such activity involves the extensive advertising of a specific service or product in exchange for a specified fee, tuition, or payment, or if an explicit event, demonstration, lecture or instructional program occurs on a repetitive, defined, and continuous schedule e.g. "...Every Tuesday and Thursday at 7:00pm October 1 through November 28....".

◆ **Pets /Pet Deposit** - Pets are welcome, but certain rules and restrictions apply!

A deposit is required for approved pet ownership. The deposit is as follows:

Fish – less than twenty (20) gallon aquarium:	No Charge
Bird:	No Charge
Cats and Dogs	\$300

Tenant will pay a pet deposit in the amount of \$300 for dogs and cats only. The minimum initial deposit is \$150. Minimum additional monthly installments shall be \$25 until the pet deposit is paid in full. Upon move out, the deposit will be refunded less any applicable damages or fines.

Mandatory Requirements

- All pets must be 25 lbs. or less.
- All pets must be inoculated annually according to local law and a certified copy of compliance filed with the Site Manager.
- All pets must be licensed according to local law and a certified copy of compliance filed annually with the Site Manager.
- All pets must be neutered or spayed as appropriate and a certified copy of compliance filed with the Site Manager.
- Only one pet per unit will be allowed unless prior approval from management was granted. Fish will be an exception to this policy. Only pets owned by the Resident will be allowed on the premises.
- All pets must be free of fleas or related pests. An extermination certificate is required annually. It is Management's prerogative to determine if additional extermination of the pet or the pet owner' s unit is required between regularly scheduled extermination.
- All pets must be kept away from non-pet areas.
- Waste from litter boxes must be removed daily and disposed of only in an approved container. At least twice a week litter boxes must be changed.
- Dogs must be taken out in the designated area as needed and their waste disposed of properly as to not create unsanitary conditions.
- Waste that is not deposited in designated areas must be removed and disposed of properly. A \$5.00 penalty will be imposed for each occurrence for failure to properly dispose of waste.
- All dogs and cats must be leashed if outside apartment units. The leash must not exceed 36” in length. When on the elevator the leash must be shortened.
- All pets must be registered with the Site Manager.
- No pets except fish and birds will be left unattended overnight.
- No pet shall be allowed to continue disturbing noises thereby creating a nuisance.
- The Pet Owner will maintain proper sanitary conditions in their apartment unit. It is the Pet Owner's responsibility to control odors.
- Pet Owners must allow periodic apartment inspections by Site Manager if management receives a signed written complaint regarding the pet.
- Pet Owner agrees to abide by these Final Policies/Rules & Regulations.
- When registering pet, Pet Owner must give Management the name, address and phone number of one or more responsible parties who will care for pet if owner dies or is unable to provide care.

◆ **Unit Modification** - To meet the needs of your artistic discipline, residents (upon request and approval) may be able to make some modifications to their unit. A modification deposit may be required. All modifications must meet fire and safety codes as well as all historic design requirements of the building. Management must approve any modifications, before the unit is altered. All units must be returned to its original state prior to vacating the unit. Failure to do so will result in forfeiting the modification deposit.

◆ **Noise Guidelines**- Quiet hours have been set for after 10 p.m. Sunday through Thursday evenings, and after 12 a.m. Friday and Saturday nights. Quiet hours run until 8 a.m. the following morning.

◆ **Parking**- There will be a limited number of on-site parking spaces available to residents of Pullman Artspace Lofts, however there will be no reserved spaces. On- site parking will be on a first come first serve basis. Residents will not be allowed to hold spaces. There will be no guest parking. Guests must park on public streets. All unauthorized vehicles will be towed from the lot.

◆ **Hazardous Materials**- Tenants will be required to store and dispose of all hazardous materials in accordance with Federal and State laws and all local ordinances.

◆ **Denied Applicants** - An applicant who does not meet eligibility criteria will receive notice in writing that their application did not meet criteria.

Contact - For questions regarding leasing, income and eligibility qualifications, please contact Ludwig and Company at (847) 445-2349 or via e-mail @pullmanartspace@ludwigco.com.

PULLMAN ARTSPACE LOFTS PRE-APPLICATION

Pre-applications must be submitted before receiving the full application. Pre-applications for the Pullman Artspace Lofts are free and will be accepted **in person, or via United States Postal Service.**

CORRECTION:

Pre-applications will be sent via US Mail if requested by the applicant via an Interest Form. **The application process will begin on July 29th at 9:00 a.m.** We will only begin to accept and process documentation on July 29th. Any submissions post marked prior to July 29th will NOT be accepted and will be returned to the sender.

PLEASE NOTE: Pullman Artspace Lofts will accept pre-applications on a first come, first serve basis. All pre-applications will be time and date stamped as they are received. Applications received via mail will be time and date stamped on the day of receipt. We recommend submitting your completed pre-application as soon as possible (in person) on the date that pre-application acceptance begins.

Please read through the entire pre-application and fill out all the information. Documentation will be required if your pre-application meets the initial qualifications.

Application Procedure and Timetable:

Pre-applications:

Pre-applications will be available in July 2019 and processed by the management company, Ludwig and Company. The information provided on the pre-application will determine if your household meets basic eligibility criteria for the building.

It does not guarantee you a unit or a place on the waiting list.

If the pre-application indicates that an applicant ***may*** meet eligibility criteria for the property, the applicant will be invited to submit a **full application**, and the process of verifying eligibility will begin as described below.

Full Application Process:

Each adult applicant will be required to pay a non-refundable screening fee of \$25.00 per adult age 18 and over (\$40/couple) when submitting the **full** application for processing. This fee covers the public records search (which may include a credit report and criminal background check).

A holding fee in the amount of \$150 is also required at this time. This fee is to select a preferred unit and is refundable if an application is rejected or if the applicant decides to withdraw their application by notifying management in writing prior to notification of final approval. Upon notification of approved tenancy, the holding fee will be applied towards the first month's rent.

Omission of any of the requested documentation will delay processing. The process of document verification may take several weeks to complete and management may request additional documentation. Please be patient.

After the income verification and background check, if it is determined that your application meets eligibility criteria to reside at Pullman Artspace Lofts, management will contact you regarding next steps including the Artist Selection interview process.

To ensure an efficient approval process, please be sure to include with your full application copies of as many of the supporting documents/or information listed below (other documents may be required). Each household member over the age of 18 must submit the following:

- A **copy** of driver's license and social security card.
- If you are Employed, we will require your six most recent 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.
- 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.
- A **copy** of your 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.
- Child Support documentation.
- On-going monetary gifts.
- Records of a divorce decree if alimony is received.
- 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 process. An application will be reviewed only once after a rejection.

Management will require all applicants to provide a security deposit equal to one month's rent once it has been determined that the household is eligible for tenancy. A three-day window will be given during which the deposit will be refunded should an applicant change his or her mind.

In the event the household is qualified to move into the property, but the household decides to withdraw their application after the (3) three-day window, the security deposit will be retained by management and not refunded to the applicant.

Application Procedure and Timetable:

Applications will be available in July 2019 in person at a location to be determined or by mail if you have requested to be notified, so be sure to get on the interest list.

Each adult applicant (age 18 and over) will be required to pay an application fee of \$25 per person at the time of submission. This fee covers the credit report and a criminal background check. Please provide a Certified Cashier's Check or Money Order with your completed application. No Personal Checks or Cash will be accepted. Married couples with the same last name – application fee is \$40.

All tenants will have a one-year lease, which will renew on an annual basis at end of the initial term. After all units have been filled, a waiting list will be started. Each applicant will have a number of units to choose from based on availability, household size, income level, and place number.

The process of verification may take several weeks to complete, please be patient. After the income verification and background check has been screened by an independent screening company, if it is determined that your household is income qualified to reside at Pullman Artspace Lofts, management will contact you regarding next steps.

To ensure an efficient approval process, please be sure to obtain copies of as many of the supporting documents listed below (if applicable) or see the attached **Applicant Checklist** for each household member 18+ years old:

APPLICANT CHECKLIST

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

- I. BIRTH CERTIFICATE
- SOCIAL SECURITY CARD
- PHOTO ID FOR ALL OCCUPANTS 18 YEARS OF AGE OR OLDER
- DRIVER'S LICENSE/STATE PHOTO ID FOR ALL OCCUPANTS 18 YEARS OF AGE OR OLDER

STOP

ONLY AFTER it has been determined that an applicant has met all Income and Background Check Criteria, will the following documents be required, if applicable. A \$25 application screening fee per adult (18 years old and over) is due at the time an application is submitted in order to process the background and credit check - \$40/married couple with the same last name. Only certified money orders or cashiers checks will be accepted. No personal checks or cash. Copies of items marked with an **asterisk must be notarized*:

- II. COVER SHEET - APPLICATION INSTRUCTIONS
- RENTAL ELIGIBILITY APPLICATION (REA)*
- HOUSING QUESTIONNAIRE (IF APPLICABLE)
- SWORN INCOME AND ASSET STATEMENT*
- RESIDENT SELECTION CRITERIA SECTION 42
- STUDENT CERTIFICATION WORKSHEET
- FAIR CREDIT REPORTING ACT DOCUMENT
- RACE / ETHNICITY FORM
- RENTAL VERIFICATION – SIGNATURE ONLY
- EMPLOYMENT VERIFICATION – SIGNATURE ONLY
If, Employed, copies of the most recent 4-6 consecutive pay check stubs including military pay
If Self-employed, copies of the last two years income tax returns; including Schedules C, E and F
- Copies of Unemployment Benefits
- ASSET VERIFICATION – SIGNATURE ONLY
- Copy of Power of Attorney if someone else is signing documents for you
- Any other documentation that verifies other sources of income/assets

Management *may* request additional documentation or verification of items submitted. This checklist is merely a guide and is not intend to be a complete list of documentation that may be requested to complete your application process.



Art and Community Involvement

Please provide written answers to the following questions and submit the completed form along with the artist statement described below with your Artist Selection Interview.

The Artist Selection Committee (ASC) will not be judging the quality of your writing or the quality of your artwork, but rather the depth of your engagement and commitment to your work. We fully understand that many gifted artists cannot explain their work well. Your skill at presenting and explaining the content of your work is not as important as showing a body of work and your plan to continue producing work.

An Artist Selection Committee interview will be scheduled with you after you have passed your financial review. During the interview, you will be asked to present a portfolio of your work to the review panel that consists of artists and Artspace staff. You will be expected to speak for approximately 5 minutes about your artistic practice in general and the specific projects you will be working on if you are to move into the building. After this, the panel will ask questions about your work, about living in a cooperative environment, and about community involvement.

1. Please write an artist statement on a separate sheet of paper (1-page max.) outlining your artistic practice **discussing** the method and intention of your work. Please include how long you have been creating. Submit your artistic resume, if available. You can write about specific projects that you are currently working on or be more general.
2. What equipment and materials do you use to create your art? Please be specific.
3. Pullman Artspace Lofts depends on the active participation of its residents to keep growing as a creative community. Residents are typically involved in several committees such as events and exhibition committee, community room programming, and garden maintenance and development (these are examples). How do you see yourself contributing to the development of this community, and what kind of initiatives would you participate in or like to start?

Please check the area(s) where you have any experience or interest:

- | | |
|--|---|
| <input type="checkbox"/> Curating Exhibits | <input type="checkbox"/> Building Security |
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> Property Management |
| <input type="checkbox"/> Teaching Children & Youth | <input type="checkbox"/> Volunteer Board of Directors |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Administrative Support |
| <input type="checkbox"/> Gardening | <input type="checkbox"/> Recycling |

Other (please specify) _____