



# South Main Artspace Lofts Information Packet





**South Main Artspace Lofts**  
**138 St. Paul Avenue, Memphis, Tennessee 38126**

Dear Applicant,

Thank you for your interest in South Main Artspace Lofts. The project provides 58 units of affordable housing for individuals and families in addition to commercial spaces for arts-oriented businesses and organizations.

Developed by Artspace Projects, Inc., South Main Artspace Lofts are conveniently located south of downtown Memphis, in the South Main Arts District and approximately 5 minutes from Beale Street. The project will offer its residents:

- Spacious studio, one-, two- and three-bedroom lofts ranging from 600 to 1,750 sq. ft.
- Open floor plans with high ceilings and durable surfaces
- On-site washer and dryer units
- Window treatments
- Common Area Gallery/Exhibition Space in the building
- Common studio space for use by residents
- Common meeting rooms
- Extra wide common area hallways for exhibit space
- Outdoor plaza/green space
- Limited On-site parking will be available
- Located near downtown shops, retail stores, and other community amenities.

Artspace Projects is committed to attracting creative individuals and families from diverse backgrounds. We encourage all people to apply regardless of race, color, creed, religion, employment or occupation, national origin, ethnicity, gender, gender identity or expression, marital status, familial status, sexual orientation, age, personal appearance, political affiliation, matriculation, place of residence or business, victim of domestic violence, and status with regard to public assistance, mental or physical disability. Preference will be placed on applicants who can demonstrate a commitment to the arts. How much income (if any) a qualifying applicant earns from his or her artistic pursuit is not considered in assessing whether the applicant has a commitment to or participation in a creative endeavor. We are interested in individuals who are committed to building a creative community and will give some of their time and energy toward this goal. 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.

Attached you will find information about renting a unit at South Main Artspace Lofts (please note that this information is not all-inclusive and is subject to change). Read all parts of the information packet. Due to federal financial 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 this entire packet carefully and make sure to provide all requested materials when submitting your application.

Please sign up for our Property Update list at [http://www.artspace.org/our-places/south-main-artspace-lofts#tab-node\\_place\\_full\\_group\\_leasing](http://www.artspace.org/our-places/south-main-artspace-lofts#tab-node_place_full_group_leasing) to ensure you will receive the most current information about the project and release of applications.

## Resident Selection Criteria and Process

The following Resident Selection Criteria must be followed very carefully for all South Main Artspace Lofts applicants. Fair Housing Laws require management to use the same criteria for determining eligibility for all applicants. There are no exceptions. The South Main Artspace Lofts project must follow Section 42 of the IRS Code, along with all Department of Housing and Community Development rules.

♦ **Income and Affordability Restrictions (This information may be subject to change):** South Main Artspace Lofts are made possible with financing that ensures affordable housing. As a result, units are restricted to residents who meet certain income guidelines. The guidelines reflect the current minimum and maximum amounts of household income for potential residents and are updated on an annual basis by the U.S. Department of Housing and Urban Development (HUD). If your household income exceeds the guidelines at initial application review, you will not be eligible for residence. Households must earn two and a half times the approximate rent as a minimum income baseline. Due to the financing commitments in place, management will not qualify any households that do not meet the income limits noted. South Main Artist Lofts L.P. and Envolve Client Services Group, LLC. is the property management on behalf of Artspace Projects, Inc. have the legal responsibility to ensure that all residents are compliant with the income limits at the time of move-in. Management is required to annually re-certify each household before the household's anniversary date of occupancy. Annual gross income cannot exceed the Area Median Income (AMI) for Shelby County. The AMI income limits are updated and published yearly by HUD. Management is required to obtain third party income verification on all sources of household income. Income calculations are based upon the applicant's expected annual gross income. For purposes of determining income eligibility, the income of personal care attendants will not be counted as household income but they will be included for the purpose of determining unit size.

♦ **RENTAL RATES** - Rates are subject to change with annual published allowable limits.

Minimum Income and Maximum Income Limits - Your minimum income must be 2.5 times the monthly rental rate. If more than one person lives in a unit the total income is used to determine household income.

**2017 Estimated Rents (\*):**

Unit Size	Number of Units	Percentage of Area Median Income	Square Footage Range	Gross 2017 LIHTC Rents (1)	Shelby County Utility Allowance 2017 (2)	Rent Paid by Tenant (3)
Studio	3	60%	598	\$630	\$55	\$575
1 Bedroom	1	50%	778-976	\$562	\$61	\$501
1 Bedroom	41	60%	778-976	\$675	\$61	\$614
2 Bedroom	11	60%	1,187-1,298	\$810	\$78	\$732
3 Bedroom	1	50%	1,750	\$780	\$94	\$686
3 Bedroom	1	60%	1,750	\$936	\$94	\$842

(1) Rents subject to change with published allowable limits. Published material accessed 09/05/17.

(2) Rent includes water, sewer, and trash. Tenant pays for electricity, heat, and air conditioning.

\* Subject to change with published allowable limits. Published material accessed 09/05/17.

♦ **Utilities** - Tenants are responsible for their own individual electricity (heat, air conditioning and electricity). The property pays for water, sewer and trash.

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

## Maximum occupancy per bedroom

Efficiency	Up to 2 persons
1 bedroom	Up to 2 persons
2 bedroom	Up to 4 persons
3 bedroom	Up to 6 persons

♦ **Sole Residence:** Per guidelines, a leased apartment unit must be the applicant's sole place of residency.

♦ **Credit and Rental History** - Management will request credit histories on each adult member age 18 and older applying for residency. Management will conduct a search through public records or a third party vendor to determine eligibility.

♦ **Criminal Background Check:** A background check will be made of criminal records for all occupants. Persons with a criminal convictions such as illegal drug usage, other drugs related offenses, or violence related offenses would not be admitted.

*Other criminal offenses* that may be grounds for rejection: offenses involving illegal weapons possession, physical violence to persons or property, any form of assault, breaking and entering, or burglary. An applicant(s) who has been found to be ineligible due to past criminal convictions will be given notification and provided an opportunity to respond through an appeal process.

♦ **Student Status and Guidelines:** South Main Artspace Lofts has eligibility restrictions for full time students at the time of initial occupancy or at any time during the household's occupancy. In general, full-time students are NOT eligible to live in the lofts. However, a full-time student may occupy a unit if at least one other qualifying member of the household is not a full-time student. Additional exceptions include:

- If a full time student(s) is married and filing a joint tax return(s) with a working spouse who is not a student;
- If the student is a single parent and receives Temporary Assistance for Needy Families (AFDC);
- If the student has minor children who are also students and no one is a dependent of a third party; or
- If the student is in a job training program under the Job Training Partnership Act or a similar program.
- At least one individual was previously under the care of a foster care program.

If a household falls within these exceptions, management may require additional verification of the exception. If a full-time student household applies and does not fall under any of these exceptions, program regulations state that the household will not be eligible for residency. If an existing household was not previously a full-time student household at the time of occupancy but becomes a full-time household after move in and does not meet the exceptions above during their tenancy, they will be required to vacate the property.

♦ **Identity:** All adult family members (age 18 and older) must provide a copy of their Social Security card, and/or a valid government issued Passport. A second document or identification such as Drivers License, Picture ID, etc. is required for all adult members of the household. Additionally, copies of Birth Certificates are required for all minors.

♦ **Interest List:** If there are no available units at time of application, an applicant will be placed on an interest list. Placement on the interest list does not ensure an applicant of housing. All eligibility requirements must be met. Additionally, existing residents shall be provided preference in moving if they have a reasonable accommodation.

If an applicant on the interest list is offered an apartment and does not accept the apartment at the time of offer, he/she may remain on the interest list if the refusal reason is considered a valid reason for refusal in Management's judgment. In which case, a second refusal for any reason will cause the application to be rejected and the applicant's name removed from the interest list.

♦ **Security Deposit:** Management will require all applicants to provide a \$250 security deposit per household. After application approval, \$100 is due within three days in order to hold the apartment and will be applied to the total security deposit due at the time the lease is executed.

Note: There is an application fee of \$13 due when an application is submitted (see South Main Artspace Lofts Application process below).

♦ **Adding An Additional Person(s) to Lease:** Additional persons may be added to the original household after the first 6 months of occupancy has been achieved by the original lease signers. Any persons requesting to be added to the household must go through the same application process as the original household member, including rental/criminal background screening and the Artist Selection interview. This process maintains the security and integrity of the property as a creative community.

♦ **Fair Housing:** We encourage all people to apply regardless of race, color, religion, disability, national origin, sex, and familial status.

♦ **Reasonable Accommodation:** Laws and regulations regarding requests for reasonable accommodation will be respected. Further, management will work with the applicant and his/her representative, if any, to determine any additional accommodations that can be made for the applicant or resident if feasible.

♦ **Smoke Free Community:** South Main Artspace Lofts is a smoke-free property/campus. Resident, authorized occupants, guests, and other persons on the Property shall refrain from smoking in the unit and in any common areas of the Property.

♦ **Conducting Business from Individual Units:** South Main Artspace Lofts are substantially financed through with the use of Low-Income Housing Tax Credits (LIHTC).

The U.S. Internal Revenue Code, which governs how the credits are applied is specific regarding business conducted in a LIHTC project. Spaces at South Main Artspace Lofts have been designed to accommodate creative activity; residents *may not* conduct *any* type of business from residential units within the building. Units are to be used for private dwelling only.

♦ **Business in Common Area(s)/Community Space:** Rules for LIHTC projects are quite specific regarding the exclusion of commercial activity within common areas of the project. 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 Oct 1 through Nov 28....".

♦ **Pets:** Only common household pets are allowed and are defined as: small birds confined to cages, tropical fish in tanks no larger than 20 gallons, cats and dogs. Each tenant with a cat or dog in his or her dwelling unit will require a non-refundable pet fee of \$250.00. No more than two pet(s) per unit. Management will allow only one dog up to 25 lbs. Violation of any of the pet policies may be grounds for removal of the pet or termination of the pet owner's tenancy or both. All pets must have current vaccinations and a certificate of health from a licensed veterinarian. Copies of this documentation will be requested. Once an applicant is approved, management will provide a pet policy and agreement. Breed restrictions may apply.

♦ **Unit Modification:** In order to meet the needs of your discipline, residents may be able to make some modifications to their unit. A modification deposit may be required. All modifications must meet fire and safety codes and must be approved by management prior to any changes occurring. 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 and may lead to additional charges.

♦ **Noise Guidelines:** Quiet hours have been set for after 10 PM Sunday through Thursday evenings, and after 12 a.m. Friday and Saturday nights. Quiet hours run until 8 a.m. the following morning. If you think noise from your unit may disturb your neighbors it is best to notify neighbors of expected duration of noise and negotiate an acceptable time for noisy activity. Neighbors may ask you to keep noise down during “non-quiet” hours. Both “noisy” households and “quiet” households need to be reasonable in their respective uses and requests during “non-quiet” hours.

♦ **Parking:** Limited on-site parking will be available to residents of South Main Artspace Lofts via lottery system.

♦ **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.

♦ **Additional Criteria Considered:**

- a) Willingness to sign release forms for income verifications and to sign the rules and regulations handbook.
- b) Disclosure of all income and assets from all sources must be submitted and verified in writing directly from the source prior to move-in.
- c) Good housekeeping habits
- d) Background history must indicate compatibility with existing residents

An applicant, who does not meet eligibility criteria, will receive notice in writing and *if applicable and requested* a copy of their credit or criminal background report(s) can be reviewed. An ineligible applicant will have 14 days to contest the determination.

For questions regarding leasing, income and eligibility qualifications, please contact Envolve Client Services Group via email at [artspacemgr@envolvellc.com](mailto:artspacemgr@envolvellc.com)

## SOUTH MAIN ARTSPACE LOFTS APPLICATION

Applications for the South Main Artspace Lofts will be accepted **IN PERSON ONLY** in December 2017 at a location to be determined.

### To be informed about all information regarding applications:

1. Sign up to be on our South Main contact list. Use the link below and fill out your contact information and then check "South Main Artspace Lofts – Memphis" and subscribe. <http://eepurl.com/bvg6P>
2. Go to the Artspace website at [http://www.artspace.org/our-places/south-main-artspace-lofts#tab-node\\_place\\_full\\_group\\_leasing](http://www.artspace.org/our-places/south-main-artspace-lofts#tab-node_place_full_group_leasing) to download and complete an interest card to get on Envolve Client Services Group's interest list and to be notified about when and where applications can be submitted OR

Pick up information and an interest card at any of the upcoming South Main Artspace Lofts Information Sessions.

September 7th and September 18th 6:30 - 8:00 p.m.  
Orange Mound Gallery (OMG)  
2232 Lamar Avenue (Larkin Airways Shopping Center)  
Memphis TN 38114

October 5th 6:30 - 8:00 p.m.  
**Benjamin L. Hooks Central Library**  
3030 Poplar Avenue  
Memphis, TN 38111

October 16th 6:30 - 8:00 p.m.  
**Memphis Symphony Orchestra**  
**University of Memphis**  
Newport Hall  
610 Goodman Street  
Memphis, TN 38152

October 17th  
**Crosstown Arts Center - HUSTLE Professional Development Series**  
430 N. Cleveland Street  
Memphis, TN 38104

**NOTE:** South Main Artspace Lofts will accept applications on a first come, first serve basis. All applications will be time and date stamped as they are received on that day.

We HIGHLY recommend submitting your completed application as soon as possible.

Please carefully read through the following information and plan to provide all necessary materials in one complete package. Omission of any of the requested documentation will delay processing of your application.

### Application Procedure and Timetable:

Applications will become available December 2017 in person at a location to be determined 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 \$13 per adult at the time of submission. This fee covers the credit report and a criminal background check. Please provide a Certified Cashiers Check or Money Order with your completed application made out to: South Main Artspace Lofts. No Personal Checks or Cash will be accepted.

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 list will be started for future potential applicants. 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 the South Main Artspace Lofts, management will contact you regarding next steps including the Artist Selection interview process.

To ensure an efficient approval process, when preparing to apply, please be sure to provide copies of as many of the applicable supporting documents listed below or see the attached **Applicant Checklist**:

- A **copy** of driver's license and social security card.
- If Self-Employed, we will need 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 we 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. Statements must date back 6 months; this pertains to both checking and savings accounts.
- 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 and verification of any assets that have been disposed of in the past 2 years for less than market value.
- 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. **This form will need to be notarized.**
- On-going monetary gifts. **This form will need to be notarized.**
- 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

## APPLICANT CHECKLIST (For Reference Only)

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

- I. ☐ BIRTH CERTIFICATE
- ☐ SOCIAL SECURITY CARD
- ☐ STATE PHOTO ID FOR ALL OCCUPANTS 18 YEARS OF AGE OR OLDER
- ☐ DRIVER'S LICENSE/ 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 (credit and criminal history), will the following documents be required, *if applicable*. A **\$13** application screening fee per adult (18 years old and over) is due at the time an application is submitted to process the background check - \$25/married couple. 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

**WE ARE AN EQUAL OPPORTUNITY HOUSING PROVIDER**





## ***ARTIST INTERVIEW PROCESS***

Artspace is committed to attracting creative individuals and families from diverse artistic and cultural backgrounds. We encourage all people to apply regardless of race, color, creed, religion, employment or occupation, national origin, ethnicity, gender, gender identity or expression, marital status, familial status, sexual orientation, age, personal appearance, political affiliation, matriculation, place of residence or business, victim of domestic violence, and status regarding public assistance, or physical 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.

Once management has determined income eligibility and all background checks are complete, applicants will be forwarded to the Artist Selection Committee (ASC). The ASC will initially be made up of Artspace staff, local artists and creative industry leaders. The ASC will meet to talk with all members of your household and will ask questions about your commitment to the arts, to the community and your interest in living at the Hamilton Artspace Lofts. Artist interviews are typically scheduled for a half-hour time period. Prospective residents are given an opportunity to answer questions, show their portfolio/examples of their work and ask any questions they may have at that time. In the Artist Selection Committee interview, you must be prepared to demonstrate that you are actively engaged in an art form, are willing and able to contribute to a cooperative/creative environment and show a commitment to engage in the greater community. The Artist Selection Committee is a permitted preference, pursuant to HUD Handbook 4350.3 2-25, which is subject to any applicable federal, state, or local preferences.

### **Artist Selection Committee (ASC)**

A committee comprised of local artists' interviews applicants and reviews their Artistic Questionnaire's to determine their participation in, and commitment to, the arts; they do not judge the content or quality of an applicant's artistic work.

Artistic processes that are extremely noisy, require industrial zoning or involve hazardous materials will not be permitted to be conducted in the Artist Housing development. (Welding, woodworking using power tools, amplified band practice or glass blowing would not be allowed.) An artist's creative work need not provide the primary source of income. It is customary for artists to work in another field to support themselves, their dependents, and their art form. Artist involvement is an essential component of every Artspace project. Although this process may seem formal, it is extremely important.

If the ASC determines that your household is qualified for the South Main Artspace Lofts, you will become eligible for a unit. Management will notify you in writing as soon as possible of your application status and availability of units.

### **Artist Definition**

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 arts, printmaking and mixed-media.
- A person who creates imaginative works of aesthetic value, including but not limited to literature, poetry, photography, music composition, choreography, architecture, film and video.
- A person who creates functional art, including but not limited to metal, textiles, paper, wood, ceramic, glass or plastic objects.
- A performer or theatrical artist, including but not limited to, singers, dancers, musicians, actors, performance artists; costume, lighting, sound, and set designers.

- In all art disciplines, a designer, technician, craftsperson, 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.

#### **What does the Artist Interview Committee do?**

The interview committee meets with prospective residents and their families, (previously income qualified by the property manager), to determine their level of commitment to the arts, their art form and their willingness to participate in the community. The interview committee does not jury the artist's work.

#### **Who makes up the Artist Interview Committee?**

Initially the committee members will come from a pool of artists, representing a range of disciplines, who have not applied to be residents of the project. Project residents in good standing will fill subsequent interview committee positions. An owner representative will also attend prospective tenant interviews.

#### **What occurs at the interview?**

The owner representative coordinates the interview, leads the meeting and acts as the liaison to the property manager. Prior to the meeting prospective residents are asked to complete a questionnaire that is reviewed by the committee. Committee members are also provided a scoring sheet containing specific questions for prospective residents.

The scoring sheet questions have been carefully chosen to prompt answers that help the committee ascertain artist and family commitment to creative activities and community. Members of the interview committee are required to limit their questions to those on the scoring sheet. Prospective residents are given an opportunity to answer questions, share their artwork and ask any questions that they may have.

Follow-up questions can be asked to help clarify an answer that has been given. Questions or comments pertaining to any of the fair housing protected classes may not be posed. Interviewees will be referred to the property manager if there are additional questions concerning the project or their application status.

#### **Fair Housing**

All artists who serve on the artist interview committee have or will receive Fair Housing training. Fair housing practices will be followed in all aspects of the interviews and meetings.

#### **Scoring**

- Each question will be scored
- Each adult applicant is scored separately, but the household is accepted or rejected 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.
- Each approval or disapproval must be defensible by the interviewer and substantiated by the scoring sheet
- Scoring sheets must be signed and notations made as to approval or disapproval of applicant
- Applicants are accepted or rejected based on a majority decision

#### **Guidelines**

- Each interview committee is originally comprised of 9-12 members
- Interviews are led by the owner representative or by a person designated by the owner
- Residents on the interview committee must be in good standing (no outstanding rent or fees and no lease violations) management will confirm good standing
- Any member of the committee who does not adhere to the process or guidelines of the artist selection committee, that member will be removed from the committee pool
- All interviews are confidential

**South Main Artspace Lofts  
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 application.**

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. South Main Artspace Lofts depends on the active participation of its residents in order to keep growing as a creative community. Residents are typically involved in a number of 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) \_\_\_\_\_



## Frequently Asked Questions

### 1. *What is South Main Artspace Lofts?*

A mixed-use adaptive reuse project that includes two buildings as part of its creative campus. The campus includes the former United Warehouse building and a newly constructed building on adjacent land that was formerly a parking lot. The project will include 58 units of affordable live/work housing for artists and their families. The warehouse building will feature commercial space for arts organizations and businesses. This unique, expansive space will become a center for creative entrepreneurship, artistic and cultural collaboration, and year-round community engagement through innovative programming.

It will provide a sustainable and affordable home for artists, their families and arts organizations to live, create, display, and perform their work.

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

Artspace is a non-profit corporation whose mission is “to create, foster, and preserve affordable space for artists and arts organizations.” Our development activities have included construction/renovation of over 1,400 units of live/work space for low/moderate income artists. Artspace now has 43 projects in fourteen states, of which there are three working studio buildings and one performing arts center.

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

Artspace is committed to attracting creative individuals and families from diverse artistic and cultural backgrounds. 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 58 units, including studio, one, two, and three bedroom units ranging in size from 579 -1,200 + square feet. All apartments will have 9 foot or higher ceilings, durable surfaces including concrete or vinyl tile floors, natural lighting, and oversize doors, and hallways. Please contact Envolv Client Services Group for current rental rates. Residents will be responsible for paying their own telephone, electric, heat, cable, and Internet bills in addition to their rent. Units have forced air heating and air conditioning, operable windows, and on site laundry.

### 5. *How do you define low income?*

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 family income of Shelby 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 sole/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 3 months check 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.

### 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 family annual income. Income also includes any disability, SSI, child support payments, 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.

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

Background 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 Memphis, TN residents get priority?*

No, applications will be accepted from on a first come first served basis regardless of current place of residence, however, you must be a United States citizen.

10. *How is family defined?*

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

11. *Can I sublet my unit?*

No, subletting is not allowed in the Tax Credit program.

12. *What about insurance?*

Tenants are strongly encouraged to carry renters' insurance.

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

Your new home at South Main Artspace Lofts will have all the amenities of a residential unit built to code. It will include bathroom, kitchen, and bedrooms with an open design to allow for flexible use of the space. You will be able to make some modifications to your unit, such as lighting and storage, to meet the needs of your discipline. All modifications must meet fire and safety codes and be approved by management prior to those modifications being installed.

14. *Who will manage the property?*

Envolve Client Services Group will oversee general operations and maintenance of the property. Envolve Client Services Group will be in charge of scheduling the use of the community space(s) and has first right of use. We expect that tenant committees will coordinate other resident activities in the common areas with management approval.

15. *Will artists be able to make and sell works, teach classes, and have space open to the public?* Your live/work unit is primarily 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.

**For Additional Questions Contact ...**

Application Process/Eligibility Criteria:

- Envolve Client Services Group via email at [artspacemgr@envolveinc.com](mailto:artspacemgr@envolveinc.com)

General Info:

- Kimberly Moore, Artspace Asset Manager  
[kim.moore@artspace.org](mailto:kim.moore@artspace.org)

Commercial Space/Working Studio(s):

- Kimberly Moore, Artspace Asset Manager  
[kim.moore@artspace.org](mailto:kim.moore@artspace.org)