

artspace

Mesa Artspace Lofts Information Packet



October 2017





Mesa Artspace Lofts
155 South Hilbert, Mesa AZ 85210

Dear Applicant,

Thank you for your interest in Mesa Artspace Lofts. The project provides 50 units of affordable housing for individuals and families and up to 1,400 square feet of commercial space for arts-oriented businesses and organizations. Developed by Artspace Projects, Inc., Mesa Artspace Lofts is located in the revitalized center of downtown Mesa, within just minutes from the city's art hub.

The project will offer its residents:

- **Spacious one, two and three bedroom lofts**
- **Open floor plans with high ceilings and durable surfaces**
- **On-site washer and dryer facilities**
- **Window coverings**
- **Community Gallery**
- **Spacious outdoor courtyard**
- **On-site management office**
- **On-site, uncovered parking and private garages**

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

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

Resident Selection Criteria

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

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

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

Artspace Projects, Inc. 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.

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

Maximum occupancy per bedroom

| | |
|-----------|---------------|
| 1 bedroom | Max 3 persons |
| 2 bedroom | Max 5 persons |
| 3 bedroom | Max 7 persons |

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

Estimated Rents (subject to change)

| Unit Type | 40% AMI | 50% AMI | 60% AMI |
|-----------|---------|---------|---------|
| 1BR 1BA | \$465 | \$589 | \$713 |
| 2BR 1BA | \$561 | \$710 | \$859 |
| 3BR 2BA | \$648 | \$820 | \$992 |

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

Estimated Maximum Income Limits (subject to change)

| Family Size | 40% AMI | 50% AMI | 60% AMI |
|-------------|----------|----------|----------|
| 1 Person | \$18,560 | \$23,200 | \$27,840 |
| 2 Person | \$21,200 | \$26,500 | \$31,800 |
| 3 Person | \$23,840 | \$29,800 | \$35,760 |
| 4 Person | \$26,480 | \$33,100 | \$39,720 |
| 5 Person | \$28,600 | \$35,750 | \$42,900 |
| 6 Person | \$30,720 | \$38,400 | \$46,080 |

(Note: Max Income Limits are based on 2017 Maricopa County and are subject to change)

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 deny your rental application will be made by the Mesa Artspace Lofts 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 processes credit checks, rental history reports and personal reference checks on each adult member age 18 and older applying for residency for a minimum of two years.

◆ **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-** Mesa Artspace Lofts has eligibility restrictions for full time students based on the affordable housing program guidelines.

◆ **Holding Deposit-** Management will require all applicants to provide a holding deposit at the time the application is submitted. This will be applied to the deposit at the time of move in. In the event the household is qualified to move into the property, but decides to withdraw their application, the holding deposit will be retained by management and not refunded to the applicant.

◆ **Identity-** Final decision on eligibility and qualification for admission to the community cannot be made until all required information is disclosed, verified and documented, including:

1. The identity of the head of household, the spouse of the head of household, if any, all other members of the household, if any and all additional adults who will live in the apartment;

2. All eligibility information called for in the application; Social Security Number Requirements – the head of household/spouse/co- head must disclose SSNs for all family members. An acceptable form of ID is a social security card. If applicant(s) does not have a card but does have a number, applicant may submit the number and certify that the number is accurate. However, prior to moving into community, applicant must supply adequate documentation. Applicant will not be allowed to participate without adequate documentation. Applicant will have 60 days to supply documentation. If the applicant does not have a SSN during the processing of the application, applicant will have 30 days to obtain said documentation, if documentation is not given to Management, applicant may be deemed to have submitted an incomplete application. Applications deemed as incomplete are rejected and applicant is notified in writing.

◆ **Citizenship/Immigration** – Mesa Artspace Lofts, Inc provides assistance to U.S. citizens, or nationals and noncitizens that have eligible immigration status as determined by HUD, provided that they meet all requirements of admission to this project, Federal and State guidelines. All family members, regardless of age must declare their citizenship or immigration status.

- a. Noncitizens aged 62 or older must sign a declaration of eligible immigration and provide a proof of age document.
- b. Noncitizens (except those age 62) must sign a Verification Consent Form and submit documentation of their status or sign a declaration that they do not have an eligible status. U.S. citizens must sign a declaration of citizenship Annual income; Assets and asset income; Allowance information; Social security numbers for the head of household, the spouse of the head of household, if any, and all other members of the household over the age of six (6) years, if any, and any additional adults who will live in the apartment. Applicants who cannot provide their social security numbers must execute a written certification in form prescribed by HUD, and obtain and supply documentation to verify the social security numbers within 30 days. Individuals who have not been assigned a social security number must execute a written certification in form prescribed by HUD. Birth certificates, or other forms of verification of family type and membership prescribed by HUD, are required for children under 18 years to establish relationship to the applicant and may be required for elderly to establish their age if not receiving Social Security old age pension.

◆ **Interest/Waiting List-** Any applicant who has met the application criteria and is eligible for move in when the requested unit is not available, will be placed on a Waiting List. The applicant is to be given an estimate of how long this wait may be and informed that the applicant is required to contact Management every six- (6) months to update the application. This follow-up contact may be initiated in the form of a routine letter/card, sent to all applicants on the Waiting List, requesting updated information, asking if they wish to remain on the Waiting List, and stating that if the letter or card is not returned within an appropriate time frame, the applicant's name will be dropped from the Waiting List without further notice. Applicants are selected in the same order as applications are received, as established by the date and time of receipt.

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

◆ **Conducting Business from Individual Units-** Mesa Artspace Lofts was substantively financed through the use of a variety of affordable program funds. Affordable programs often prohibit operating a business in an apartment home; these units are to be used for private dwellings only.

◆ **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.

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

A pet deposit is required of all applicants approved for pet ownership. The deposit will be refunded upon move-out pending no damage is identified in the units. The refundable deposit is charged as follows:

| | |
|---|-----------|
| Fish – less than twenty (20) gallon aquarium only | No Charge |
| Bird – no more than 2 birds, must remain caged | No Charge |
| Cats and Dogs – no more than 1 cat or dog to not to exceed over 50 lbs. | \$300 |

Pets are defined only as fish, birds, cats or dogs (aggressive breeds are restricted); no other animals, reptiles, etc. shall be permitted. Tenant will pay a pet deposit in the amount of \$300 for dogs and cats only. A security deposit will not be required for animals approved as part of a requested accommodation.

◆ **Unit Modification-** In order to meet the needs of your artistic 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 as well as all planned 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 are Sunday through Thursday 10 p.m. to 6 a.m. and on Friday and Saturday 12 a.m. to 6 a.m.

◆ **Parking-** On-site parking will be available to residents of the Mesa Artspace Lofts. 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 -** If, after the screening process has been completed, you are found to be ineligible, you will be notified in writing.

◆ **Grievance Policy** - In instances when there is an adverse action to be taken by Dunlap & Magee, who manages Mesa Artspace Lofts, an applicant who has applied to the project has a broad right to grieve a management action or non-action which may adversely affect their individual interest. Whether or not a type of proposed adverse action is explicitly listed in the rules, governing documents and/or policies, the applicant has the right to grieve on any such subject of tenancy that has been excluded from the grievance process. While Management agrees to always respond in writing to any applicant grievance request, the right is reserved to refuse grievances as seen necessary. Each applicant will be provided with a copy of this grievance procedure upon request whenever it is indicated a grievance is necessary as a result of a proposed adverse action taken by management. The applicant is asked to present their grievances to Management, in writing, to provide an opportunity for the grievance to be cured without denial, if possible. A review of the grievance will be performed by a grievance panel, to include no members involved in the original decision. If applicable, a meeting will be arranged at a mutually agreeable time within ten (10) working days. The applicant will be able to present the grievance and a management staff person, NOT involved in the original decision, will attempt to settle the grievance. Within five (5) working days, Management will provide the applicant with a written summary of the grievance meeting. The summary will include the names of the participants, the date(s) of the meeting, a summary of what was discussed and the nature of and the reasons for the proposed disposition.

Contact

For questions regarding leasing, income and eligibility qualifications, please contact Dunlap & Magee Property Management at www.dunlap-magee.com or (602) 244-1006.

MESA ARTSPACE LOFTS APPLICATION PROCESS

Mesa Artspace Lofts applications are available free of charge online and in person. Applications will be processed by the management company, Dunlap & Magee Property Management.

Applications will be available on January 5, 2018:

- Online at www.artspace.org
- In person during business hours 9 a.m. to 4 p.m. at
Park Lee Apartments, 1600 W. Highland Avenue, Phoenix, AZ 85015

Applications will be accepted February 5, 2018 on a first come, first serve basis.

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

We recommend submitting your completed application as soon as possible on February 5, 2018. The applications can be received in one of two ways:

1. In person, beginning at 9:00 a.m. at:
Park Lee Apartments, 1600 W. Highland Avenue, Phoenix, AZ 85015
2. Via United States Postal Service in c/o of Dunlap and Magee, 11260 N. Tatum Blvd. #149, Phoenix, AZ 85028.
*Applications sent via US Mail should be postmarked no earlier than February 5, 2018; failure to comply will result in your application being placed at the end of the waitlist.

Procedure and Timetable:

Each adult applicant will be required to pay a non-refundable application screening fee of \$30.00 per adult age 18 and over when submitting the full application for processing. This fee covers the credit report and criminal, employment and rental history background check. A holding fee in the amount of \$150 is also required at this time. This fee is to select a preferred unit type and is refundable if an application is rejected, or if the applicant decides to withdraw their application by notifying management in writing prior to notification of final approval. Upon notification of approved tenancy, the holding fee will be applied towards security deposit.

Please be patient, the process of document verification may take several weeks to complete and management may request additional documentation. After the income verification and background check, if it is determined that your application meets eligibility criteria to reside at the Mesa 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 that may apply to you. It is imperative that you read through the entire application and fill out all the information. Omission of any of the requested documentation will delay processing. Each household member over the age of 18 must submit the following:

- Completed identity affidavit.
- 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 and 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 selection process. An application will only be reviewed only once after a rejection.

Management will require all applicants to provide a security deposit of \$300 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 three-day window, the security deposit will be retained by management and not refunded to the applicant.



Frequently Asked Questions

1. *What is the Mesa Artspace Lofts?*

The property is a mixed-use campus consisting of four buildings that will serve as creative hub for artists and their families. The project will include 50 units of affordable along with community and non-profit office space. This unique project in the revitalized downtown Mesa area is intended to return the property to the community as a center for creative entrepreneurship, artistic and cultural collaboration, and year-round community engagement through resident-led programming.

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 more than 2,000 units of live/work space for low/moderate income artists. Artspace now has 50 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 Mesa 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 50 units, including one, two and three bedroom units ranging in size from 870 to 1,415 square feet. Please contact Dunlap & Magee Property Management for current rental rates. Residents will be responsible for paying their own telephone, electric, cable, and internet bills in addition to their rent.

5. *How do you define 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 Maricopa 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 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, 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.

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

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

9. Do Mesa residents get priority?

No, applications will be accepted on a first come first served basis regardless of current place of residence.

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 LIHTC/HOME program.

12. What about insurance?

Tenants are strongly encouraged to carry renter's insurance.

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

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

14. Who will manage the property?

Dunlap & Magee Property Management will oversee general operations and maintenance of the property. Dunlap & Magee Property Management 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.