



Building better communities through the arts

Artspace Hamilton Lofts (AHM)

220-224 High Street, Hamilton, Ohio 45011

Serving the Creative Community of Hamilton

APPLICATION INFORMATION PACKET

Dear Applicant,

Thank you for your interest in the Artspace Hamilton Lofts. The project provides 42 units of affordable housing for individuals and families in addition to commercial spaces for arts-oriented businesses. Developed by Artspace Projects, Inc., the Artspace Hamilton Lofts are conveniently located in downtown Hamilton. The project will offer its residents:

- Spacious studio, one, two and three bedroom lofts ranging from 725–1,758 sq. ft.
- Open floor plans with high ceilings and durable surfaces
- In unit washer and dryers
- Window coverings
- Common area gallery/exhibition space
- Extra wide common area hallways for exhibit space
- Outdoor plaza / Green space
- Off site parking in City owned structure to rear of property for additional fee
- Located near the Fitton Center for Creative Arts; Miami University - Hamilton campus; 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.

Enclosed you will find information about renting a unit at Artspace Hamilton Lofts. (Please note that the information is not all-inclusive and is subject to change.) Please read and complete all parts of the application prior to submitting. Due to federal financial support for the development of the building, 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 that you provide all requested materials when submitting your application.

Resident Selection Criteria and Process

The following Resident Selection Criteria must be followed very carefully for all Artspace Hamilton Lofts applicants. Fair Housing Laws require management to use the same criteria for determining eligibility for all applicants. There are no exceptions. The Artspace Hamilton 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):** Artspace Hamilton Lofts was made possible with financing that encourages affordable housing. As a result, units are restricted to residents who meet certain income restrictions. Income guidelines are set for all residents. They reflect the current maximum amounts of household income for 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 and occupancy, you will not be eligible for residence. Due to the financing commitments in place, management will not qualify any households that exceed the limits noted below. Hamilton Artspace Lofts Limited Partnership, and Artspace Projects, Inc. have the legal responsibility to ensure that all residents are in compliance with the income limits at the time of move-in and are 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 Butler 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. Based on current information, your gross annual household income must be below the HUD income limits at the time of final certification for occupancy in Artspace Hamilton Lofts.

◆ **RENTAL RATES** See application packet for income limits and rental rates.

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

◆ **Utilities** - Tenants are responsible for their own individual utilities. Owner shall pay for cold water, sewer and trash.

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

Minimum and 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 unit must be the applicant's sole place of residency.

◆ **Rental History, Behavior and Conduct** - Management will request credit histories on each adult member age 18 and older applying for residency. Based upon verifications, management will determine if the applicant was chronically late or had other legal action initiated against him/her for debts owed or left owing rent. Any one of these circumstances shall be grounds for an ineligibility determination. Management will contact current and prior landlords for the past five years. Research for unlawful detainer records will also be checked to determine an applicant's prior rental history. Based upon these verifications it will be determined if the applicant has demonstrated an ability and willingness to live peacefully with neighbors and has refrained from behavior that jeopardizes the safety and security of residents and the housing community.

◆ **Criminal Background Check:** A background check will be made of criminal records for all occupants. Persons with a criminal record with current 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, domestic violence, any form of assault, breaking and entering, or burglary. An applicant(s) who has been found to be ineligible due to past criminal records will be given notification and provided an opportunity to respond.

◆ **Student Status and Guidelines:** Artspace Hamilton 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 that was not previously a full-time student household at the time of occupancy become a full-time household and does not meet the exceptions above during the course of their tenancy, they will be required to vacate the property.

◆ **Identity:** All adult family members 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/Waiting List:** If there are no available units at time of application, an applicant will be placed on a waiting list. Rank on the waiting list does not ensure an applicant of housing. All eligibility requirements must be met. The waiting list may be closed to any future applicants when the average wait for a unit exceeds one year. Additionally, existing residents shall be provided preference in moving to units as they become available in accordance with the in-house move policy.

If an applicant on the waiting list is offered an apartment and refuses the offered apartment, he/she may remain on the waiting 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 waiting list. The applicant may reapply in the future. When a unit becomes available, in-place residents requiring a different unit (accessible or larger unit) will be housed appropriately before management reviews an application from the waiting list.

◆ **Holding Deposit/Security:** Management will require all applicants to provide a \$100 holding deposit per household and to execute a Holding Deposit Agreement within 3 days following a determination of household eligibility for tenancy. At the time of occupancy, the holding deposit will revert to the household's 1st month rent. In the event the household is qualified to move into the property, but decides to withdraw their application, the units holding deposit will be retained by management and not refunded to the applicant. An applicant security deposit will be based on the applicant's credit and rental history.

◆ **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 process as the original household member, including background screening and the Artist Selection interview. This process maintains the integrity of the property as a creative community.

◆ **Fair Housing:** 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, or physical or mental disability.

◆ **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:** Artspace Hamilton Lofts is a smoke-free facility. 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:** Artspace Hamilton Lofts was substantively financed through 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 Artspace Hamilton 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 October 1 through November 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 deposit of \$200.00. No more than two pets per unit. Management will allow only one dog up to 35 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. A pet policy is available for review from Wallick Properties Midwest, LLC.

◆ **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 additional 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. 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:** Off-site parking will be available to residents of Artspace Hamilton Lofts, in the City owned parking structure located to the rear of the property for an additional fee.

◆ **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, they 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.

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 with regard to 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 Artspace Hamilton 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 Artspace Hamilton 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

An artist, for the purpose of this committee, is a person who has a commitment to and/or participation in the arts and not simply as a hobby. This does not mean that the art the artist creates generates any or all of the artist's source of income. 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 art, mixed-media and print-making.
- > A person who creates imaginative works of aesthetic value, including but not limited to film, video, digital media works, literature, costume design, photography, architecture and music composition.
- > A person who creates functional art, including but not limited to jewelry, rugs, decorative screens and grates, furniture, pottery, toys and quilts.
- > A performer, including but not limited to singers, musicians, dancers, actors and performance artists.
- > In all culturally significant practices, including a designer, technician, tattoo artist, hairdresser, chef/culinary artist, 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 Selection Committee do?

The ASC 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 Selection 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 ASC 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 ASC 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.

For more information, view the Artist Selection Process .pdf at artspace.org/Hamilton.

Fair Housing

All artists who serve on the artist interview committee has received 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 ASC committee is originally comprised of 9-12 members.
- Interviews are lead by the owner representative or by a person designated by the owner.
- Residents on the ASC 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.

Hamilton 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 nor 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 five 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 may 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. Artspace Hamilton 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) _____



ARTSPACE HAMILTON LOFTS APPLICATION

Applications for the Artspace Hamilton Lofts will be accepted **In Person** and **via US Certified Mail**. Applications will not be accepted online or via e-mail.

PLEASE NOTE: The Artspace Hamilton 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. Applications received via mail will be time and date stamped at the end of the day of receipt.

We *HIGHLY* recommend submitting your completed application *IN PERSON* as soon as possible.

Please read through the entire application and 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:

Artspace Hamilton Lofts will be accepting applications in person at a Leasing Kick-off event at the Fitton Center for Creative Arts, 101 South Monument Avenue, 2nd Floor, Hamilton, Ohio on February 5th, 6th and 7th, 2015. Applications will be accepted and reviewed on a first-come first-served basis. Bring your completed application and supporting materials to the Leasing Kick-off for consideration.

Kick-off hours at the Fitton Center for Creative Arts:

Thursday, February 5th from 3 p.m. – 7 p.m.

Friday, February 6th from 10 a.m. – 4 p.m.

Saturday, February 7th from 9 a.m. – Noon

On and after February 9th, applications will be accepted Monday, Wednesday and Fridays from 10 a.m. – 4 p.m. at the leasing office located at 236 High Street (CD Alliance Office Building), downtown Hamilton, Ohio. Visit www.artspace.org/hamilton for project updates and application submission dates. Artist Selection interviews will run in tandem with the application process. Move-ins will be scheduled from May 1st until all units have been leased.

An application fee is required at the time of application, and covers the credit report and a criminal background check. Each adult applicant will be required to pay an application fee of \$25 (\$40 for married couples) in the form of a check or money order only.

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 household size, income level, and place number.

The process of verification may take several weeks to complete, we ask that you 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 Artspace Hamilton Lofts, management will contact you regarding next steps including the Artist Selection interview process.

If an applicant is rejected and the rejection was based on the background check, the applicant will be notified in writing, and may be given a chance to have the application reviewed again. This is a courtesy and will only be allowed once.

Applications will be processed by Wallick Properties Midwest, LLC. Questions regarding the application and approval process should be directed to: Wallick Communities, Sherelle McCrary, smccrary@wallickcommunities.com, 513-795-5770.



Frequently Asked Questions

1. *What is the Artspace Hamilton Lofts?*

A mixed use adaptive rehab of an historic 4-story office and retail building that will include 42 units of affordable live/work housing and commercial space. 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 more than 1200 units of live/work space for low/moderate income artists. Artspace now has more than 35 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 Artspace Hamilton 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 or mental disability.

4. *How many units are there? What size are they? What will the range of rents be?*

We are building 42 units of housing, including studio, one, two, and three bedroom

units ranging in size from 725 -1,700+ square feet. All apartments will have nine foot or higher ceilings, durable surfaces including hard wood or vinyl tile floors, natural lighting, and oversize doors, hallways and elevator. Please contact Wallick Communities 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 in-unit washer and dryers.

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 Butler 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 Ohio 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 the Artspace Hamilton 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.

14. *Who will manage the property?*

Wallick Properties Midwest, LLC will oversee general operations and maintenance of the property. Wallick Properties Midwest, LLC will be in charge of scheduling the use of the community space and has first right of use. We expect that tenant committees will coordinate other resident activities in the common areas.

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.

www.artspace.org/hamilton

Questions?

Application Process/Eligibility Criteria call 513-795-5770:

- Sherelle McCrary, Site Manager at smccrary@wallickcommunities.com
- Victoria Taylor, Regional Property Manager - vtaylor@wallick.com
- Kimberly Moore, Artspace Asset Manager - kim.moore@artspace.org
(612) 465-0237

For Project information:

- Sarah White, Director - sarah.white@artspace.org
(612) 465-0215
- Sarah Swingley, Project Manager - sarah.swingley@Artspace.org
(612) 465-0215

Local Community Contact:

- Jen Acus-Smith, Artspace Community Liaison - jenn@smithacus.com