

# Artspace Patchogue Lofts

20 Terry Street,  
Patchogue, Long Island



**artspace**



## **Artspace Patchogue Lofts**

**20 Terry Street, Patchogue, NY 11772  
Serving Patchogue's Creative Community**

Dear Applicant,

Thank you for your interest in Artspace Patchogue Lofts. The Patchogue Lofts provide 45 units of affordable housing for individuals and families, as well as 2,500 square feet of arts-oriented commercial space.

Developed by Artspace Projects, Inc., Artspace Patchogue Lofts are conveniently located in downtown Patchogue and offer residents:

- Spacious studio, one, two and three bedroom lofts ranging from 650 to 1,200 square feet,
- Open floor plans with high ceilings and durable surfaces,
- Community space with adjacent community garden,
- On-site parking with elevator access for all residents,
- Located near the LIRR, public library, grocery store, and other urban 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, marital status, familial status, sexual orientation, and status with regard to public assistance, or physical disability. Preference will be placed on applicants who can demonstrate a commitment to the creative arts and who are residents of Suffolk County. How much income (if any) that 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 especially interested in individuals who are committed to building 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 another field to support themselves, their dependents, and their art form.

Enclosed you will find an application and information about housing. (Please note that the information is not all-inclusive and is subject to change.) Please read and complete the application. Due to our financing for the development of the building, we may require more information than you have had to provide before when renting. The types of information that we will require are explained on the following pages.

## **Artspace Patchogue Lofts' Application**

**Applications for Artspace Patchogue Lofts are now being accepted via mail or email.**

**Please mail applications to:** JMD/Einsidler Management Corporation  
535 Broadhollow Road ---- Suite A15 Melville, New York 11747

**Applications available on-line at:** <https://www.imdeinsidler.com/applications/>

Please read through the entire application and be prepared to provide all necessary materials when you are notified that an apartment may be available.

All household members over the age of 18 are screened for credit, criminal, and landlord reference checks.

- A driver's license and social security card.
- Copies of your pay stubs from the last six (6) consecutive pay periods
- If Self-Employed, we will need a signed copy of last year's federal 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 a "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 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.
- Copies of your last 6 months of bank statements, that includes account number, address of bank and all pages of the bank statements. The applicant who owns the asset must sign the corresponding verification form for any assets.
- A copy of your most recent statement of investments, such as stocks, bonds, IRA's, CO'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. This form will need to be notarized to be accepted.
- On-going monetary gifts. This form will need to be notarized to be accepted.
- Records of a divorce decree if alimony is received.
- A copy of the closing statement if any real estate has been bought or sold within the past 2 years.
- Verification of any assets that have been disposed of over the past 2 years for less than market value.

The process of verification may take several weeks to complete. Once it has been determined that your household is income qualified to reside at Artspace Patchogue Lofts management will notify you and you will be contacted to schedule the Artist Selection Committee interview.

If it is determined that your household is not income qualified to reside at the property, management will notify you as soon as possible.

**AFFORDABILITY RESTRICTIONS:** (This Information may be subject to change)

Artspace Patchogue Lofts were made possible with financing that encourages affordable housing. As a result, units are restricted to residents who must meet certain income limitations and other requirements.

**SOLE RESIDENCE:** The unit must be the applicant's sole residence in order for the applicant to be eligible for housing.

**INCOME LIMITS:** The following 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 information provided to management from HUD. If your household income exceeds these guidelines at initial 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. Artspace Patchogue Lofts, LP 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.

Based on current information, your gross annual household income must be below either of the following at the time of final certification for occupancy in Artspace Patchogue Lofts:

	<u>1 Person</u>	<u>2 Persons</u>	<u>3 Persons</u>	<u>4 Person</u>	<u>5 Persons</u>	<u>6 Persons</u>
60%	\$65,540	\$75,000	\$84,360	\$93,720	\$101,220	\$108,720
50%	\$54,700	\$62,500	\$70,300	\$78,100	\$84,350	\$90,600

**RENTAL RATE INFORMATION** (This Information may be subject to change)

Monthly rent for the following units (after Utility Allowance) will be:

<u>UNIT TYPE</u>	<u>AVERAGE SQUARE FOOTAGE</u>
Efficiency Studio (3 units)	670 square feet
50% \$ 953.00	
60% \$1,153.00	
One Bedroom (20 units)	750 square feet
50% \$ 1,002.00	
60% \$ 1,216.00	
Two Bedrooms (18 units)	950 square feet
50% \$1,198.00	
60% \$1,453.00	
Three Bedrooms (4 units)	1,400 square feet
50% \$1,371.00	
60% \$1,670.00	

**WAITING LIST:** If there are no available units, an applicant will be placed on an waiting list on a first come first serve basis. Placement on a waiting list will be based on the date and time of receipt of the enclosed preliminary application materials. Additionally, existing residents shall be provided preference on units as they become available in accordance with the in-house move policy.

**FAIR HOUSING:** We encourage all people to apply regardless of race, color, creed, religion, national origin, ethnicity, gender, gender identity, occupation, marital status, familial status, sexual orientation, political ideology, age, retaliation, and status with regard to public assistance, or physical disability.

**SMOKE FREE COMMUNITY:** Artspace Patchogue 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.

**STUDENT STATUS GUIDELINES:** Because of its financing, Artspace Patchogue Lofts has eligibility restrictions for full time students at the time of initial occupancy or at any time during the household's occupancy . A unit may be occupied by a full time student if at least one member of the household is not a full time student. In general, a household cannot be occupied only by full time students. Exceptions are:

- If the full time student(s) is married and filing a joint tax return(s);
- 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.
- 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.

**ADDING AN ADDITIONAL PERSON TO AN EXISTING HOUSEHOLD:** 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 requested to be added to the household must go through the same process as the original household member, including background screening. The existing household will be asked to re-certify at the same time. This allows verification of the combined household's income and puts the whole household on the same re-certification cycle. If the new household member over qualifies the household according to the tax credit program, the applicant can be accepted as a household addition with the stipulation that they have to move out when the other tenant does.

**SECURITY DEPOSIT:** Management will require all successful applicants to provide a security deposit equal to one (1) month's rent.

**BUSINESS CONDUCTED FROM THE UNITS:** The spaces have been designed to accommodate creative activity. Due to funding limitations, please know that you **may not** conduct any type of business from the residential units within the building as the units are to be used as your private dwelling.

**BUSINESS CONDUCTED FROM THE COMMUNITY SPACES:** Artspace Patchogue Lofts was substantially financed through the use of Low-Income Housing Tax Credits. The U.S. Internal Revenue Code, which governs how the credits are applied, is quite specific regarding matters of income qualification and the exclusion of commercial activity within residential common areas. It is incumbent upon the Ownership Entity to ensure that no action, however unintentional, jeopardizes the good standing of the project with respect to the tax credit compliance requirements.

Residents will not be allowed to engage in commercial activity in the common areas of the residential portion 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 ...."

**IN-HOUSE TRANSFERS:** In-House moves are not permitted except for: 1) A reasonable accommodation or 2) A change in household composition requiring a different size unit after the first six months of occupancy.

**PET POLICIES:** Pets are allowed, but there are some limitations. A pet policy is available for review from JMD/Einsidler. 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. A pet deposit of \$300.00 will be required by each tenant keeping a cat or dog in his or her dwelling unit. No more than two pets per unit. Management will allow only one dog up to 60 lbs. Violation of any of the pet policies may be grounds for removal of a pet or termination of the pet owner's tenancy or both.

**UNIT MODIFICATIONS:** You will be able to make some modifications to your unit to meet the needs of your discipline. All modifications must meet fire and safety codes and must be submitted in writing and signed off on by management in advance.

**NOISE GUIDELINES:** Quiet hours have been set for after 10 PM Sunday through Thursday evenings, and after 12 a.m. Friday and Saturday nights until 8:00a.m. Saturday and Sunday mornings. 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 "noisier" households and "quieter" households need to be reasonable in their respective uses or requests during "non-quiet" hours.

**HAZARDOUS MATERIALS:** Tenants will be expected to store and dispose of all hazardous materials in accordance with Federal and State laws and all local ordinances.

**PARKING:** Parking spaces are available on-site.



# Artspace Patchogue Lofts

The following Resident Selection Criteria must be followed very carefully for all Artspace Patchogue Lofts (APL) applicants. Fair Housing Laws require Management to use the **same** criteria for determining eligibility for all applicants. There are no exceptions. APL is a 100% Tax Credit property and must follow Section 42 of the IRS Code, along with all New York State Housing Finance Agency rules.

Artspace Patchogue Lofts will provide 45 units of affordable housing.

**Income-** Annual gross income cannot exceed the Area Median Income (AMI) for Suffolk County per the chart attached. The AMI income limits are updated and published yearly by HUD Management is required to obtain third party income verification on all sources of 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.

**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 Driver's License, Picture ID, etc. are required for all adult members of the household. Copies of birth Certificates are required for all minors.

**Household Size** - Prospective Residents must accept an apartment based on their household size at move-in.

**Pet Policy** - Two pets per household are allowed per the pet policy, including one dog up to 60 lbs. All pets must be current on all required vaccinations and have a current certificate of health from a licensed veterinarian.

**Rental History, Behavior and Conduct** -The Management Agent, JMD/Einsidler, will contact current and prior landlords for the past five years. In addition, Management will research unlawful detainer records to determine the applicant's prior history as a tenant. Based upon these verifications, Management will determine if the applicant has demonstrated an ability and willingness to live peacefully with neighbors and refrain from behavior that jeopardizes the safety and security of the housing community. Artspace Patchogue Lofts has a "No Smoking" policy that applies both in the units and inside the common areas of the property.

**Reasonable Accommodation-** Laws and regulations regarding requests for Reasonable Accommodation will be followed.

**Rent Paying Habits and Credit History-** Management will request credit histories on each adult member 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.

**Criminal and Sex Offender Background Checks** - A check will be made of criminal records for the past five years for all adult members of the household. Persons with a life-time sex offender registration requirement, criminal record with current illegal drug usage, other drugs related offenses, or violence related offenses **will not be admitted**.

## **Additional Criteria that will be considered:**

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

**Waiting List**

Applications are placed on the waiting list based on the date and time an application is received. Position rank on the waiting list does not ensure applicant of housing. All eligibility requirements must be met.

If an applicant on the Waiting List is offered an apartment and refuses the offered apartment, he/she may remain on the 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 (handicap or larger unit) will be housed appropriately before Management moves in an applicant from the Waiting List. Transfers will be granted for medical reasons or household size only.

All rejected applicants will receive their rejection notice in writing, and if applicable a copy of their credit or criminal background report(s).

**Contact**

For questions regarding Artspace Patchogue Lofts including leasing and income qualification, please contact Amanda Marshen at JMD/Einsidler at (631) 227-0172 or [amarshen@einsidler.com](mailto:amarshen@einsidler.com).

For general information about housing provided by Artspace, please contact Jennifer Marmol at [jennifer.marmol@artspace.org](mailto:jennifer.marmol@artspace.org)



# Artspace Patchogue Lofts Frequently Asked Questions

## Where are the Artspace Patchogue Lofts?

Located one block off Main Street in downtown Patchogue, this newly constructed 5-story building includes 45 units of affordable live/work housing and 2,500 square feet of commercial space. It provides a sustainable and affordable home for artists and arts organizations to live, create, display, and perform their work.

## 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 900 units of live/workspace for low/moderate income artists. Artspace now owns 27 buildings in thirteen states, of which there are 19 live/work projects, three working studio buildings, and one performing arts center.

## Who can apply to live at the Lofts?

Artspace Patchogue Lofts and Artspace are 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. We are especially interested in individuals who are committed to building community and will give some of their time and energy toward this goal.

## What about utilities?

Residents must set up a PSEGLI account for the electricity in the apartment. Optimum is the only internet provider.

Residents will be charged a KWH (Kilowatt hour) charge each month based upon their usage of the HVAC system.

## What amenities are in the area?

Artspace Patchogue Lofts are located just one block off Main Street in Downtown Patchogue, within walking distance of the LIRR, public library, grocery store, and shoreline.

## How do you define low income?

There are entry-qualifying income guidelines imposed on our projects due to the sources of financing we use. As of 2024, the annual maximum income for an individual is \$65,640, \$675,000 for a couple, and \$93,720 for a family of four. These income guidelines are based on the area median family income of Suffolk County and can change yearly. You must submit income information annually. You will not be required to move if your income increases, but you may be required to pay a higher market rate rent. This must be your only residence.

## 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.

## 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.

How do student loans, bankruptcies and credit ratings affect 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.

## Artspace Patchogue Lofts Frequently Asked Questions (Continued)

### 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.

### Do I qualify if I am a full-time student?

There are specific exceptions for full time students to qualify for housing at Tax Credit properties:

- All members of the household are married and file a joint IRS tax return.
- The household consists of single parent(s) and their minor child, and no one in the household is a dependent of a third party.
- At least one member of the household receives assistance under Title IV of the Social Security Act.
- At least one member of the household is participating in an officially sanctioned job training program.

### Can I add a roommate or family member?

Yes, but any additions to your household must be approved in advance and subject to the same background checks and income/asset verifications. Family additions must also not increase total household income above income limit at time of move-in.

### Can I sublet my unit?

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

### What about insurance?

Tenants will be encouraged to carry renters' insurance.

### What will be provided and what kind of improvements will/ need to make?

Your new home at the Artspace Patchogue Lofts will have all the amenities of a residential unit built to code. It will include a 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 in writing.

### Who will manage the property?

JMD/Einsidler Management Corporation will oversee general operations and maintenance of the property. We expect that tenant committees will coordinate resident activities in the common areas.

### 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.

### How do we dispose of hazardous materials?

The Artspace Patchogue Lofts are primarily residential spaces designed to accommodate creative activities. They are not appropriate for some disciplines, such as welding, woodworking, or glassblowing. Tenants are discouraged from using toxic materials. Tenants will be expected to store and dispose of all hazardous materials in accordance with New York state law and all Village of Patchogue ordinances.

### **Application Procedure and Timetable:**

We will accept applications by mail or email. Applications will be time and date stamped. When all paperwork is completed the applicant will be notified of their acceptance or rejection. If a rejection was based on the background check, the applicant will be provided a copy of the report, and be given a chance to have the reported information corrected and the application reviewed.

Applications will be processed by JMD/Einsidler Management Corp.

Please mail applications to:

JMD/Einsidler Management Corporation

535 Broadhollow Road -- Suite A15

Melville, New York 11747

or email to: [amarshen@einsidler.com](mailto:amarshen@einsidler.com)

Questions regarding income verification should be addressed to JMD/Einsidler Management, (631) 227-0172 or [amarshen@einsidler.com](mailto:amarshen@einsidler.com)



## Artist Preference: Frequently Asked Questions

### Do you have to be an artist to live in an Artspace live/ work project?

Anyone may apply for affordable housing in an Artspace project, but we give a preference for occupancy to those applicants who participate in and are committed to the arts. Applicants do not need to derive their income from their art. It is not uncommon for artists to work in another field to support themselves, their dependents, and their art form.

### How do you get an artist preference?

The Artist Preference may be granted to housing applicants who present a written record and examples of their artistic endeavors by completing an Artist Preference Form.

### How does the Artist Interview Committee (AIC) work?

The AIC interviews self-identified artist applicants and will review the questions from the Artist Preference Form about their commitment to the arts, and interest in living in an Artspace building. Applicants are given an opportunity to show their portfolio/examples of their work and ask any questions that they may have at that time. In the Artist Interview Committee meeting, the applicant must be prepared to demonstrate that they are actively engaged in an art form. The willingness and ability to contribute to a cooperative/creative environment and show a commitment to engage in the greater community will also be discussed.

*Note: The interview process only pertains to those properties with an active Artist Interview Committee. Active AIC's are ones that interview the applicant no later than five days after property management has provided the applicants information. If an interview does not occur then the Artist Preference Form will reviewed by staff.*



Last updated July 02, 2024

### Does the AIC judge my work?

No. The AIC interviews applicants to determine their energy and passion for their art form; they do not judge the content or quality of an applicant's artistic work.

### How does Artspace determine who is an artist?

We define the term "artist" broadly to encompass a wide variety of creative pursuits. An Artist Interview Committee consisting of arts leaders in the local community along with Artspace representatives (and later residents once the building is leased) interviews all applicants. The committee looks for evidence that applicants are seriously committed to their art and that they will be mindful and positive contributors to the building and community. The application and qualification process does not include judgment of quality of work. An 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.
- A person involved in all culturally significant practices, including a culture bearer or practitioner, designer, technician, tattoo artist, hairdresser, chef/culinary artist, craftsman, journalist, 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.

### Are all art forms allowed in Artspace residences?

Artistic processes that are extremely noisy, do not comply with local zoning regulations or involve hazardous materials are typically not allowed to be practiced in your unit. All uses must comply with applicable code. For example, welding, woodworking using power tools, amplified band practice or glass blowing would not be allowed.



### America's Leading Nonprofit Real Estate Developer for the Arts

Artspace Projects, Inc. is America's leading nonprofit real estate developer for the arts, dedicated to creating, fostering, and preserving affordable and sustainable housing and workspace for artists, entrepreneurs, and the creative workforce. With headquarters in Minneapolis and offices in New York and Washington D.C., Artspace has been at the forefront of artist-led community transformation for over four decades. Through real estate development, consulting services, and asset management, Artspace maintains financial accessibility for our projects while supporting the creative community. For more information, please visit [www.artspace.org](http://www.artspace.org).

Artspace adheres to artist preference (according to HR. 3221) except in jurisdictions where local government requirements may apply.

## Artist Preference Process

### Frequently Asked Questions

Artspace is committed to attracting creative individuals and families from diverse artistic and cultural backgrounds. We encourage all people in the creative arts to apply regardless of race, color, religion, sex, disability, national origin, ethnicity, gender identity, marital status, familial status, sexual orientation, occupation or status with regard to public assistance, or physical, mental, or emotional 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.

#### How do you get an artist preference?

The Artist Preference may be granted to housing applicants who present a written record and examples of their artistic endeavors by completing an Artist Preference Form.

#### Artist Preference Form

All applicants who request consideration for an artist preference are required to submit an Artist Preference Form as part of the housing application process. This profile can be written, or it can be digital/multi-media. Written presentations must be limited to 300 words. Digital presentations must be limited to 25 MB file size.

#### The Artist Interview Committee

Anyone who qualifies for affordable housing may apply for residency in an Artspace project, but we give a preference for occupancy to those applicants who participate in and are committed to the arts. Applicants need not derive their income from their art. It is not uncommon for artists to work in another field to support themselves, their dependents, and their art form. An Artist Interview Committee (AIC) reviews applicants' Artist Preference Form to determine their participation in, and commitment to, the arts; they do not judge the content of an applicant's artistic work.

*Note: The interview process only pertains to those properties with an active Artist Interview Committee. Active AIC's are ones that interview the applicant no later than five days after property management has provided the applicants information. If an interview does not occur then the Artist Preference Form will reviewed by staff.*

#### What does the AIC do?

The AIC meets with applicants and their families, to determine their level of commitment to the arts, community and their art form. An interview is conducted

and scored by interviewers. The AIC's average score determines whether or not an applicant receives the artist preference designation. The AIC does not attribute a score to the artist's body of work.

#### Who makes up the AIC?

The committee members are comprised of interested residents in good standing and who have completed an Artspace hosted Fair Housing Training

#### What determines an artist?

We define the term "artist" broadly to encompass a wide variety of creative pursuits. This does not mean that the art the artist creates generates any or all of the artist's source of income. An 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.
- A person involved in all culturally significant practices, including a culture bearer or practitioner, designer, technician, tattoo artist, hairdresser, chef/culinary artist, craftsperson, journalist, 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.





### Please note

Artistic processes that are extremely noisy, do not comply with local zoning regulations or involve hazardous materials are typically not allowed to be practiced on the premises.

### Does the AIC judge the artists' work?

No. The AIC interviews applicants to determine their level of participation in and commitment to their artistic practice.

### How are the meetings conducted?

The resident AIC coordinates the interview and acts as liaison to the property manager. Committee members are provided a copy of the applicants' Artist Preference Form. Then the interview is conducted in person or online so that all parties can view the presentations, ask questions, and interact.

### Interview guidelines

- Each interview committee is comprised of 3-5 members, which may also include an owner representative.
- Residents serving on the interview committee must be in good standing (no violations of lease or operating policies); management will confirm good standing.
- Interview committee meetings are run by resident AIC.
- If any member of the committee does not adhere to the process or guidelines of the Artist Interview Committee, that member will no longer be allowed to serve on the committee.
- All interviews are confidential.
- Owner representative may participate to ensure objective evaluation of all processes concerning Fair Housing and other public program guidelines.

### Scoring

- Answers to questions are scored, AIC Interview Forms are collected and an average score is calculated.
- Our methodology provides an applicant with a score between 1 and 5. Applicants with an average score of 3 or higher are given an artist preference designation.
- Each household is given preference (or not) 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 designation.
- Households with an average score of less than 3 are placed on a non-artist list or given the opportunity to appeal the artist preference designation.
- Applicants who receive the artist preference designation are offered units prior to applicants who are on the non-artist list.
- Artspace adheres to artist preference (according to HR. 3221) except in jurisdictions where local government exemptions may apply.

### Fair Housing

Our artist preference process complies with Fair Housing law. Members of the AIC must undergo Fair Housing training prior to participating. Members of the AIC are limited to the questions on the Artist Preference Form. Clarification questions can be asked to help a member of the committee to better understand an answer that has been given. The questions on the Artist Preference Form have been specifically chosen because they prompt answers that help committee members ascertain the artist and their family's commitment to their art form and their commitment to the community, without violating provisions of the Fair Housing Act.

Applicants may have questions for committee members. Questions pertaining to any of the protected classes of Fair Housing may not be addressed. Applicants will be referred to the property manager for further questions that they may have about the project or their application status. Although this process may seem formal, it is extremely important. We want to be sure that every applicant that comes before the artist interview committee be treated consistently and fairly.



Last updated July 02, 2024



America's Leading Nonprofit Real Estate Developer for the Arts

Artspace Projects, Inc. is America's leading nonprofit real estate developer for the arts, dedicated to creating, fostering, and preserving affordable and sustainable housing and workspace for artists, entrepreneurs, and the creative workforce. With headquarters in Minneapolis and offices in New York and Washington D.C., Artspace has been at the forefront of artist-led community transformation for over four decades. Through real estate development, consulting services, and asset management, Artspace maintains financial accessibility for our projects while supporting the creative community. For more information, please visit [www.artspace.org](http://www.artspace.org)

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# ARTSPACE PATCHOGUE LOFTS APPLICATION

MAIL TO:      Artspace Patchogue Lofts  
                  c/o JMD/Einsidler Management Corp  
                  535 Broadhollow Road- Suite A-15  
                  Melville, NY 11747

Mail only one (1) application per family  
 by regular mail.  
 (DO NOT SEND BY REGISTERED OR  
 CERTIFIED MAIL)

Please check here if you are applying as an Artist.  
 The Artist Preference form, found at the back of application, is required.

Each application received will be recorded. Since so many families need housing, this development will not be able to accommodate all who are eligible. As families are reached, they will be called in for an interview.

**THIS INFORMATION IS TO BE FILLED OUT BY THE APPLICANT:**

Name:		
Address:		Apt. No.
City:	State:	Zip:
Date of Birth:	Driver's License number:	
Home Phone:	Email Address:	
Cell Phone:	Work Phone:	
PREVIOUS ADDRESS:	From	to
Address:		Apt. No.
City:	State:	Zip:
Landlord Name:		Phone:
PREVIOUS ADDRESS:	From	to
Address:		Apt. No.
City:	State:	Zip:
Landlord Name:		Phone:

**FUNCTIONAL STATUS**

If disabled or handicapped, does the disability or handicap require special accessibility features?	Yes	No	Features desired:
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**FAMILY COMPOSITION**

List all persons who will live with you (list yourself as "HEAD")

Name	Relationship to Head of Household	Date of Birth	Sex (M/F)	Student (Y/N)	Occupation

**RACIAL GROUP IDENTIFICATION -OPTIONAL**

Please check one group which identifies the Head of Household. This information is for statistical purposes only and will not effect the acceptance of your application.

	Check Here		Check Here
White (non-Hispanic)		Black (non-Hispanic)	
Hispanic		American Indian or Alaska Native	
Asian or Pacific Islander			



**INCOME**

List all full-time, part-time and self-employment earnings for all household members

Household Member	Name of Employer	Address of Employer	Gross Weekly Earnings

**OTHER SOURCES OF INCOME**

Welfare, Social Security, SSI, pension disability compensation, unemployment compensation, interest, baby sitting, caretaking, alimony, child support, annuities, dividends, income from rental property, Armed Forces Reserves, scholarships and/or grants.

Household Member	Type of Income	Amount	Indicate weekly/monthly

**CURRENT ASSETS**

Bank	Type of Account - specify (Savings/Checking/CO/Money Market/Stocks and Bonds, etc.)	Account Number	Amount/ Value

**OTHER ASSETS**

Do you own Real Estate	Yes/No	If yes, indicate the value

Other Assets	Type	Value

How did you hear about Artspace Patchogue Lofts? (check all that apply)

Newspaper		Local Organization		Brochure/Pamphlet	
Website		Friend/Family		Other	

**DECLARE THAT THE STATEMENTS CONTAINED IN THIS APPLCIATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.**

**WARNING: WILLFUL, FALSE STATEMENT OR MISREPRESENTATION IS A CRIMINAL OFFENSE UNDER SECTION 1001 OF TITLE 18 OF THE UNITED STATES CODE.**

Signature \_\_\_\_\_

Date \_\_\_\_\_



**ARTSPACE PROJECTS, INC.  
ARTIST PREFERENCE FORM**

**To qualify for an Artist Preference, please complete the following (descriptions should be brief - 300 words or less for each):**

1. Describe your art form and/or present your portfolio, artist statement, resume or examples of your artwork or arts activity. Please know we will not be judging the quality of your artwork, but rather the energy, passion and commitment shown by the effort put into your work
2. Talk about how you wish to use the space to further your artistic practice.
3. The success of each of our communities relies on the important contributions of its residents and the role they play in participating in arts events, exhibitions and artist selection. We also encourage residents to engage through regular meetings with each other. Describe your experience with volunteering, teaching, and other activities.
4. Attach examples of your artwork (25 MB total file size limit).

**You may provide photos, links to a website, YouTube performance, an Instagram account, etc. Note: If no examples of artwork are submitted, you will not be considered for the Artist Preference. Artwork is not judged.**

*Note: If additional information is needed you MAY be asked to clarify responses by attending a meeting.*

**PROCEDURAL UPDATE:** Please note that completing the Artist Preference Form does not guarantee that your household is determined housing-eligible. Determination of qualification and eligibility for housing and the artist preference will be processed simultaneously.

**CONTINUED ON NEXT PAGE**



**ARTSPACE PROJECTS, INC.  
ARTIST PREFERENCE FORM**

I hereby apply for the artist preference.

Applicant Signature

Date

**Submit this Artist Preference form to the property management company.**

Your Artist Preference form can be submitted on a separate sheet of paper if it is included with this page as a cover.

Artist Preference forms will be reviewed, and you will be notified if you have received an Artist Preference.



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