

# Gant-Gilbert Arts Collective Information Packet



**April 2021**

Dear Applicant,

Thank you for your interest in the Gant-Gilbert Arts Collective (GGAC) at 505 Clinton Avenue. The project provides 27 units of affordable housing for individuals and families and up to 1,900 square feet of commercial space for arts-oriented businesses and organizations. Developed by Invest Newark, GGAC is located in the South Ward of the Clinton Hill District in Newark, NJ, on one of the city's main art corridors.

The property will offer its residents:

- **Spacious one and two bedrooms**
- **Open floor plans with high ceilings and modern finishes**
- **Performance Space with portable stage**
- **On-site café with grab and go food**
- **On-site washer and dryer facilities**
- **Secluded outdoor courtyard**
- **On-site management office**
- **Off-site, uncovered parking (Phase 2)**
- **Leasable Work Studios in lower level (Phase 2)**
- **Free internet throughout building for residents and guests**
- **Intercom speakers in each unit**

GGAC 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. GGAC 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 GGAC. Please note that the information is not all-inclusive and is subject to change. Please read all parts of the information packet. 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 Gant-Gilbert Arts Collective 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 or any representatives will not deny 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.

GGAC 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 |

◆ **Estimated Rents, Income and Affordability Restrictions (this information may be subject to change):** The Gant-Gilbert Arts Collective 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 | 45% AMI |
| 1BR 1BA   | \$951   |
| 2BR 1BA   | \$1,132 |

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

**Estimated Maximum Income Limits (subject to change)**

|             |          |          |
|-------------|----------|----------|
| Family Size | 45% AMI  | 60% AMI  |
| 1 Person    | \$33,660 | \$45,120 |
| 2 Persons   | \$38,475 | \$51,600 |
| 3 Persons   | \$43,290 | \$58,020 |
| 4 Persons   | \$48,060 | \$64,440 |
| 5 Persons   | \$51,930 | \$69,600 |

*(Note: Max Income Limits are based on 2021 HUD Income Guidelines for Newark, NJ 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 Gant-Gilbert’s Artist Committee.

◆ **Criminal Background Check:** A complete background check will be processed on all adult members of your household. Conviction history will be considered; 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.

◆ **Holding Deposit-** Management will require the 27 applicants selected to provide a holding deposit after the lottery. 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.

◆ **Interest/Waiting List-** After the lottery, applicants from the original sign-up not selected as one of the initial 27 will be put on a waiting list in alphabetical order by last name. If any of the selected 27 applicants from the lottery are not deemed to be an artist, they will be placed on the waiting list as well. Their slot will be

Any applications received after the initial lease-up will be placed on the Waiting List under the original list of names in the order the application is received established by a date and time stamp.

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. When the applicant is close to the top of the wait list, management will call them to let them know. This can be as close as a 30-day window. If the applicant changes their phone number or address, they should notify the management office if they wish to remain on the wait list.

◆ **Smoke Free Community-** GGAC 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.

◆ **Pets-** Pets are welcome, but certain rules and restrictions apply! The monthly pet fee is \$25. A pet deposit is required of all applicants approved for pet ownership. The non-refundable deposit is charged as follows:

Fish – less than twenty (20) gallon aquarium only - \$50

Bird – no more than 2 birds, must remain caged - \$50

Cats and Dogs – no more than 1 cat or dog to not to exceed over 50 lbs. - \$250

Pets are defined only as fish, birds, cats or dogs (aggressive breeds are restricted, list of breeds to be provided by management); no other animals, reptiles, etc. shall be permitted. A security deposit will not be required for animals approved as part of a requested accommodation.

◆ **Parking-** Two off-site parking lots will be available to residents as part of Phase 2. There will be 1 parking space designated for each unit at \$50 per month. Guests must park on public streets. All unauthorized vehicles will be towed from the lot.

◆ **Denied Applicants -** If, after the screening process has been completed, you are found to be ineligible, you will be notified in writing. You will have 14 days to respond for an appeal.

### **Contact**

For questions regarding leasing, income and eligibility qualifications, please contact Innovative Property Management & Development at [www.ipmdevelopment.com](http://www.ipmdevelopment.com) or (718) 552-2895.

### **The Gant-Gilbert Arts Collective Sign-up & Application Process**

The Gant-Gilbert Arts Collective lottery sign-up is open to everyone and will be available online. After the lottery, applications are available free of charge online and in person. Applications will be processed by the management company, Innovative Property Management & Development.

#### **Lottery Sign-up will be available on April 5, 2021:**

- Online at [www.ipmdevelopment.com](http://www.ipmdevelopment.com) or [www.investnewark.org](http://www.investnewark.org)

#### **Lottery Sign-up will be closed May 3, 2021 and the lottery will be held.**

The selected applicants will be notified via email or phone call.

**Applications will only be accepted from the 27 applicants selected from the lottery at the initial lease-up.** After that, applications will be accepted to go on the waiting list.

#### **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. The 27 applicants will also be asked to provide the requested artist qualification items within (3) three business days. 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 applicant does not qualify as an artist, 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. If an applicant does not qualify as an artist they will be added to the waitlist.

Please be patient, the process of document verification may take several days 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 GGAC, 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 (driver's license, SS card, passport, birth certificate)
- 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 six months 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.
- Everything above will need to be verified by perspective entities (IRS, employer, etc)

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.

Management will require all applicants to provide a security deposit of 1 month's rent once it has been determined that the household is eligible for tenancy. A three-day window will be given during which the deposit will be refunded should an applicant change his or her mind. In the event the household is qualified to move into the property, but the household decides to withdraw their application after the three-day window, the security deposit will be retained by management and not refunded to the applicant.

# **Gant-Gilbert Arts Collective**

## **Frequently Asked Questions**

### **1. *What is the Gant-Gilbert Arts Collective?***

The property is a mixed-use residence consisting of community & public space that will serve as a creative hub for artists and their families. The project will include 27 units of affordable along with a café, Performance Space and 10 work studios. This unique project is one of many projects helping to revitalize the Clinton Hill District and 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 art programming.

### **2. *Who can apply to live at the Gant-Gilbert Arts Collective?***

GGAC 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.

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

There are 27 units, including (23) one and (4) two-bedroom units ranging in size from 642 to 1,093 square feet. Please contact Innovative Property Management for current rental rates. Residents will be responsible for paying their own telephone, electric, cable, and heat bills in addition to their rent.

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

The income guidelines are based on the area median family income (AMI) for the City of Newark 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.

### **5. *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.

### **6. *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 Newark residents get priority?***

No, applications will be accepted regardless of current place of residence. Once the initial interest list is closed, a lottery will be held to select the 27 families.

**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.

**12. *What about insurance?***

Residents are strongly encouraged to carry renter's insurance.

**14. *Who will manage the property?***

Innovative Property Management will oversee general operations and maintenance of the property. The programming & scheduling the use of the Performance Space will be done by a third party to be determined at a later date.

**15. *Will artists be able to make and sell works, teach classes, and have space open to the public?***

The work studios will be available for lease where an artist can make or practice their craft. However, it is not a commercial space so using it as a store to sell your works is not allowed. The performance space can be rented by the residents to teach or host events. Your apartment unit is primarily a residential unit with space for you to make your work if you choose. It is also not a commercial space for selling work. A business with regular hours cannot be operated out of a residential unit.