

# THE LACE MILL

## TENANT SELECTION PROCESS, OCCUPANCY GUIDELINES AND PROCEDURES



### **ELIGIBILITY**

For eligibility purposes, gross income for all household members combined must be at or below 60% of the Area Median Income (AMI) based on your family size.

**Area Median Income (AMI):** For eligibility purposes, your gross household income must be at or below 60% of the Area Median Income (AMI) to be considered for this type of housing.

#Household Members	1	2	3	4	5	6
50% AMI →	\$26,350	\$30,100	\$33,850	\$37,600	\$40,650	\$43,650
60% AMI →	\$31,620	\$36,120	\$40,620	\$45,120	\$48,780	\$52,380

**Minimum Income Requirement:** Gross household income must be at LEAST \$15,625 per year to qualify. If you have rental assistance through Housing Choice Voucher Program, you are not required to meet the minimum income.

### **IMPORTANT NOTICE:**

While anyone may apply for housing at The Lace Mill, preference for all 55 units will be given to artists. Non-artist applicants will be asked to sign Artist Preference Criteria Acknowledgement Form, acknowledging that they fully understand that although they may meet eligibility guidelines based on information provided on application they will be placed on a wait list. (Please read and sign this form as part of your application.) If there are no qualified artist applicants on the waiting list, or if a qualified artist applicant applies at a later date, the qualified artist applicant will be given preference over qualified non-artist applicants. *Only when the wait list of artists is exhausted and marketing efforts to recruit artists have proven futile, will we consider eligible, non-artist applicants in chronological order.*

### **FAIR HOUSING**

RUPCO will market The Lace Mill in accordance with all Federal and State fair housing laws. No applicant will be discriminated against due to race, color, religion, sex, age, familial status, or national origin.

## **FEES**

There is no application fee.

However, during the lease-up period, applicants will be asked to pay a non-refundable, processing fee for credit, criminal, and rental history background checks. The fee is \$20.00 per applicant 18 years or above, and will not to exceed \$50.00 per household. You will be informed when the fee is due; DO NOT mail this fee in with your application.

## **APPLICATION ACCEPTANCE PERIOD (Initial Rent-up)**

RUPCO will initiate a 45-day application acceptance period commencing February 15, 2015 and ending March 31, 2015. There is no benefit to submitting your application earlier than March 31, 2015.

Applications, in both English and Spanish, will be available online at [www.rupco.org](http://www.rupco.org); in person at the RUPCO Office, located at 289 Fair Street, Kingston, NY 12401; or sent by mail upon request, by calling our Property Management office at (845) 331-2140, ext. 237.

You may also request an application via email: [LaceMill@rupco.org](mailto:LaceMill@rupco.org) by typing **REQUEST for LACE MILL APPLICATION** in the subject line. Be sure to include your name, phone number, and mailing address in the body of the email. PLEASE NOTE: At this time we cannot accept electronic submissions. You must return your completed, signed application in person or by mail.

## **TENANT SELECTION PROCESS**

Applications collected during the 45-day acceptance period will be reviewed for completeness. **Those applications that are not filled in their entirety are deemed incomplete and will be rejected. Notice will be provided, if time allows.**

Completed applications that meet eligibility guidelines will be assigned a number and entered into a lottery. In lottery order, we will process each application according to our standard procedures, including verification of income, credit, criminal, and rental history background checks, and commitment to the arts. Applicants who do not pass the screening criteria will receive a letter with an explanation.

Applicants who have been certified income-eligible and pass the screening criteria shall be considered "pre-qualified" and move on to the **Artist Review Process**.

## **ARTIST DEFINITION**

We define the term "artist" to encompass a wide variety of creative pursuits and we are committed to attracting creative individuals and families from diverse artistic and cultural backgrounds pursuing artistic and literary endeavors.

Artist shall be defined as:

- A person who works in, or is skilled in, any of the fine arts, including but not limited to, painting, drawing, sculpture, book arts, printmaking and mixed-media.

- A person who creates imaginative works of aesthetic value, including but not limited to literature, poetry, photography, music composition, choreography, architecture, graphic design, film, video and digital arts.
- A person who creates functional art, including but not limited to metal, textiles, paper, wood, ceramic, glass or plastic objects.
- A performer or theatrical artist, including but not limited to, singers, dancers, musicians, actors, performance artists; costume, lighting, sound, and set designers.
- In all art disciplines, a designer, technician, craftsperson, teacher or administrator who is dedicated to using their expertise within the community to support, promote, present, and/or teach and propagate their art form through events, activities, performances and classes.

### **ARTIST REVIEW PROCESS**

RUPCO has formed an Artist Selection Committee comprised of local artists and creative industry leaders. The Artist Selection Committee will meet with pre-qualified prospective tenants and their families, to determine their level of commitment to the arts, community, and their art form. This will also help us understand your needs and expectations with regard to living in an artist community.

The committee will not judge the content or quality of an applicant's artistic work. Applicants will need to demonstrate that they are actively engaged in their art form.

An artist's creative work need not provide the primary source of income as it is often customary for artists to work in another field to support themselves and their art form.

Only one member of a household needs to demonstrate a commitment as a practicing artist, in order to qualify for the artist preference.

Artistic processes that are extremely noisy, require industrial zoning or involve hazardous materials will not be permitted to be conducted at The Lace Mill. Examples of artistic endeavors that may be excluded include welding, woodworking using power tools, amplified band practice and glass blowing. However, a tenant artist may practice their art form at another location.

### **SCORING**

An interview is conducted by the Artist Selection Committee and responses to a set of interview questions are scored by members of the committee. The scores are averaged and interviewees whose average score meets the minimum threshold will be deemed to have met the artist preference criteria and may be offered an apartment in lottery order. Interviewees whose score fail to meet the minimum threshold shall be placed on the non-artist wait list.

### **WAIT LIST**

After initial tenants selected in the lottery are offered units, a wait list will be created for the remaining applicants and new applicants. RUPCO will begin interviews immediately following the lottery in early April and expects a tentative resident move-in date of June 15. Applications received after March 31 will be considered in chronological order after the original application lottery pool is exhausted.

*Reminder: Only when the wait list of artists is exhausted and marketing efforts to recruit artists have proven futile, will we consider eligible, non-artist applicants in chronological order.*

If an applicant cannot accept the unit at the time called, the reason for not accepting the unit will be documented. The applicant's name will then be removed from the waiting list. An applicant whose name has been removed may reapply when their circumstances change.

**SMOKE-FREE ENVIRONMENT:**

The Lace Mill is a SMOKE-FREE ENVIRONMENT. The entire property is considered smoke-free including, but not limited to all buildings, units, porches, patios, balconies, yards, garages, parking areas, community room and other common areas (collectively the "Property") and any other common areas. Tenants are required to sign a NO SMOKING POLICY ADDENDUM TO LEASE; this disclaimer identifies that smoking is prohibited on the premises. *(Please read and sign this policy as part of your application.)*

**OCCUPANCY STANDARDS**

There are 55 units of affordable housing at The Lace Mill. The following chart breaks down the number of units by bedroom size, starting rents, level of Area Median Income (AMI), and number of household members permitted.

<b>Unit Size</b>	<b># of units</b>	<b>Starting Rent:</b>	<b>AMI</b>	<b># Household Members Living in Unit</b>
Studio	5	\$576	50%	1
1-bedroom	7	\$605	50%	1 - 2
1-bedroom	25	\$730	60%	1 - 2
2-bedroom	17	\$876	60%	2 - 4
3-bedroom	1	\$1,042	60%	3 - 6

**UTILITIES**

Monthly rent includes payment for trash collection and snow removal. Payment for all other utilities and services are the responsibility of the tenant, including, but not limited to electric, telephone, and cable TV, Internet. The Lace Mill is heated and cooled by a high efficiency water-source heat pump system. Each apartment has an independently controlled heat pump and a high-efficiency Energy Recovery Ventilator (ERV) which supplies tempered fresh air while exhausting stale air from every apartment. (Each tenant is independently metered for electricity and is responsible for the heat pump and the ERV.) These systems work together to provide an energy-efficient solution to heating, cooling and ventilation affording greater tenant comfort and lower operating costs. All equipment within the residential wings is powered electrically and requires no combustion of fossil fuel.

The water loop, during heating mode, is warmed by high-efficiency natural gas boilers located in the central mechanical room. During cooling mode the water loop is cooled by a cooling tower located in the rear courtyard. The landlord is responsible for the natural gas fired boilers, the cooling tower and all common area heating, cooling and ventilation throughout the building.

There is also an innovative waste stream compactor and we RECYCLE!

### **SECURITY DEPOSITS**

The security deposit is equal to one month's rent. There is an additional deposit required for pets. Security Deposits will be treated as trust funds belonging to tenants and will not co-mingle with landlord funds. Security Deposits will be placed in New York State bank accounts earning interest at the prevailing rate. Each tenant will be informed of the bank's name and address and the amount of the deposit. Landlords are entitled to collect annual administrative expenses of one percent of the deposit. All other interest earned on the deposit belongs to the tenant. Tenants are given the option of having interest paid to them annually or paid at the end of the lease term.

### **NOISE GUIDELINES:**

Some parameters have been created for noise or activities which might disturb the peace and quiet to other tenants. Quiet time is from 10:00 p.m. to 7:00 a.m. during week days (Sunday night through Thursday morning) and from 11:00 p.m. to 8:00 a.m. on Weekends (Friday and Saturday nights into Saturday and Sunday morning). We ask that you be particularly mindful of excessive noise after 9:00 p.m. on any evening; this applies to all household members, guests and invitees. There will be more detail on noise and disruptive activities in the House Rules as part of the lease process.

### **RAILROAD NOISE DISCLOSURE:**

The Lace Mill is located in close proximity to the CSX rail line that runs through the City of Kingston. Presently, the practice of CSX trains is to blow their horns as they pass through the City at all road crossings including the one across from The Lace Mill. Applicants are hereby advised of this reoccurring noise and are advised to experience this noise in deciding to apply to live at The Lace Mill. RUPCO has conducted a noise attenuation study as part of its due diligence in creating The Lace Mill.

### **PARKING:**

Tenants may use parking spaces designated by the Landlord. Each tenant will be assigned one parking space exclusive to your unit. The remaining spaces shall be occupied on a first-come-first-served basis, unless written approval from the Landlord provides otherwise. Persons with disabilities may use handicapped parking spaces with approved sticker (first come, first served). All vehicles must be properly registered, insured and inspected as required by law.

Mechanical repairs on vehicles are strictly not allowed on premises or in any of the parking spaces. Disabled vehicles are not allowed on the premises.

### **PETS:**

We do allow one Common Household Pet with a strictly enforced Pet Policy. There will be no exceptions allowing more than one pet. Common Household Pet includes: cat, dog,, caged bird, fish tanks (no more than 15 gallons), and turtles. For insurance purposes the following breeds will NOT be permitted at any time: German Shepherd, Staffordshire Terrier (Pitt Bull), Rottweiler, Presa Canario, Chow-Chow, Shar-pei, Doberman, Wolf Hybrids, or any mix of these breeds will not be permitted. Also, wild, exotic, non-domesticated or dangerous animals are not permitted. You will be found in violation of your lease agreement if wording such as "mixed breed" or "mutt" on the Pet Addendum is later determined to be one of the breeds listed above (or a combination of them). As a pet owner, you must accept full responsibility for your pet. The ability to have a pet is considered a privilege and not a right. A \$350 Pet Deposit is required in addition to your rental security deposit. All pets must have the appropriate licenses and vaccinations, as required by county or state law.

**MAINTENANCE:**

Maintenance staff is on-duty during RUPCO office hours to handle reports of maintenance issues, including routine repairs and/or emergencies. In the case of non-emergency calls: a work order will be completed and our maintenance personnel will respond to the work order as soon as possible. For after-hours emergencies, residents will call an on-call pager system.

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*Strengthening Homes,  
Communities  
and Lives*

