



Application Process

The application process for housing at Siler Yard will occur in three steps.

1. Application- An application will need to be completed by a prospective resident. Applicants can download the application at <https://sileryard.org>. Completed applications must be submitted in hardcopy. **No digital applications will be accepted.** **January 15, 2021 will be the first day we will accept applications. Please do not submit applications before this date.**

Mailed applications can be sent to:

New Mexico Inter-Faith Housing
125 East Palace Avenue, Suite 43
Santa Fe NM, 87501

Additionally, paper copies of the application can be picked-up at the New Mexico Inter-Faith Housing Office located at 2889 Trades West Road, Santa Fe, NM 87507. Completed applications can also be deposited at the Trades West office in the application drop-box.

Applications will not be accepted until January 15, 2021. Please do not send applications before this date. Applications will be reviewed on a first-come-first-serve basis starting January 15th. Mailed applications will be ordered from when they were postmarked and applications dropped-off in the Trades West office drop-box will be added to the waiting list on the day they are received. We suggest that if applicants mail an application, they do so in a way that provides a timestamp. If there is no timestamp indicated, the application will be accepted on the date it is received. Applicants will be added to the waitlist once a completed application is received.

If you have any questions on the application, please email them to info@sileryard.org or call 505-467-8340.

2. Income Certification and Background Check- If the applicant preliminarily qualifies for housing and a unit they desire to rent is available, Siler Yard's property management company, JL Gray Property Management, will contact the applicant and require the applicant to pay a \$30 application fee. If the applicant does not respond to the property manager within three (3) business days of initial contact, the applicant's application will be voided, and the applicant will be removed from the waitlist.

"This is an equal opportunity provider and employer"



The property management company will formally certify the applicant's income/run a standard background check. If the applicant is formally qualified, they will be notified and will begin the next steps of the application process. If the applicant does not qualify for housing, the management team will contact the applicant, and the applicant will be removed from the waitlist. *

**This process can take up to two weeks. We ask applicants to please be patient. The management team will contact applicants once their applications have been processed. Please do not call inquiring on the status of an application.*

3. Artist Interview Committee Interview- Once the applicant's income has been certified and they pass a standard background check, they will be contacted by the Siler Yard Management team and asked to schedule an interview with the Artist Interview Committee (AIC). If the applicant does not respond to management's confirmation within three (3) business days of their initial contact, the applicant will be removed from the waitlist.

In the interview, applicants will be asked a series of questions on their commitment to their artistic practice, their demonstrated need for affordable studio space, and their desire to be part of the creative community at Siler Yard: A+CC. The AIC will include a member of the Siler Yard Management team and two members from the local creative community.

Notification of Housing

Applicants will be notified within five (5) business days of their interview whether or not they qualify for housing. If the accepted applicant's desired unit is available, they will be required to sign a lease and pay a security deposit within fourteen (14) days of being notified of acceptance. Failure to do so will terminate the application.

I understand the application process as stated above.

Applicant Signature

Date

"This is an equal opportunity provider and employer"





ARTS + CREATIVITY CENTER

Office Use Only

Application # _____
 Date Rcv'd: ___/___/___
 Time Rcv'd: ____:____M
 Pref: [] A [] L [] V [] F
 Tier: _____

Rental Application

Apt Size Requested: [] 1 BR [] 2 BR [] 3 BR
 (Individuals living alone can only request a 1 BR unit)

Would you or any household member benefit from a unit accessible to individuals with disabilities?
 [] Yes [] No

Are you a veteran?
 [] Yes [] No

Notice to Applicant:

All blanks on this application must be complete. If any item does not apply to you, draw a dash or write N/A to show that you have reviewed it. This application is **INVALID if it is incomplete, unsigned, or completed in pencil**. If additional space is needed to list household information or income, list the information on a separate sheet of paper and attach to this form.

Your Name:

Last First M.I.

Your Current Address:

City State Zip

Your Current Mailing Address:

City State Zip

Phone Number:**Email:**

"This is an equal opportunity provider and employer"



©JL Gray Company



New Mexico Residency

Have you been displaced from New Mexico?

Yes No

If yes, what was your previous New Mexico address?

	City	State	Zip
--	------	-------	-----

Are you a current full-time resident of New Mexico?

Yes No

If yes, and you would like to qualify to receive in-state preference, please provide copies of two (2) of the following with your application:

NOTE: The following documents can be from the same category below, but not from the same entity and must be unexpired and valid.

- Current real property rental or purchase agreement
- Current Insurance bill, card, or binder
- Local property tax statement
- Original documents from a city, county, state, tribal or federal government organization attesting to the fact that the applicant is a New Mexico resident
- New Mexico medical assistance card with address on card, letter from issuing agency that came with card showing name and address, or profile printout from issuing agency.
- Document evidencing eligibility and proof that the applicant is currently receiving services from a non-profit organization qualified pursuant to Section 501(c)(3) of the Federal Internal Revenue Code of 1986 provided the document displays the applicant's address
- NM Public Assistance card with address on card, letter from issuing agency that came with card showing name and address, or profile printout from issuing agency.

The following documents must be dated within 60 days:

- Utility bill; Does not include cell phone bills
- Bank or credit card statement
- Employment pay stub containing applicant's name and address
- Documentation from an education institution such as a transcript, report card or enrollment confirmation

"This is an equal opportunity provider and employer"



©JL Gray Company



Household Information

Social Security #, ITIN, or N/A	Name (Last, First, M.I.)	Gender	Date of Birth	Race*	Ethnicity*
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		

Will anyone under 18 listed above live in the household less than 50% of the time in the next 12 months?
 Yes No

Choices for Race above are: (1) Native American or Alaskan Native, (2) Asian, (3) Black or African American, (4) Native Hawaiian or Pacific Islander, (5) White

Choices for Ethnicity above are: (A) Hispanic/Latino, (B) Non-Hispanic/Latino

*** The information regarding race, ethnicity, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Federal Laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age, disability are complied with. You are not required to furnish this information but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you chose not to furnish it, the owner is required to note the race, ethnicity, and sex of individual applicants on the basis of visual observation or surname.

Rental Residence History

Landlord Name	Address	Phone Number	Monthly Rent	Move-in Date	Move-out Date
			\$	/ /	/ /
			\$	/ /	/ /
			\$	/ /	/ /

Please list all states the applicant and each household Member has resided

Member Name	State(s) household member has resided

"This is an equal opportunity provider and employer"



©JL Gray Company



Applicant Background

Are you currently illegally using or distributing a controlled substance, or have you had a previous conviction for the use, manufacture, or distribution of a controlled substance?

Yes No

Is any member of the household subject to a lifetime sex offender registration requirement in any state?

Yes No **(Please note, all adult members will be subject to a National Sex Offender search)**

Have you ever been convicted of a crime (other than minor traffic violations)?

Yes No

Have you or any household member ever moved from a rental while still owing rent or have been evicted from a rental unit?

Yes No

Are you or any household member receiving HUD Section 8 or any other type of rental assistance?

Yes No

Student Status

Are any members of your household part-time students or full-time students in an institution of higher learning?

Yes No

Assets

Asset Type	Bank or Financial Institution	Balance/Value
Checking Account(s)		\$
EBT/ Direct Express		\$
Savings Account		\$
Certificates of Deposit (CD)		\$
Stocks / Bonds		\$
Cash on Hand		\$

Total Assets	\$
---------------------	----

Do you own a home or other property?

Yes No

If yes, please list type of property: _____

Estimated market value: \$ _____

Mortgage or outstanding loan balance due: \$ _____

Estimate cost of selling this property: \$ _____

"This is an equal opportunity provider and employer"



©JL Gray Company



Have you sold or disposed of any property or assets within the last 2 years?

Yes No

If yes, please list the property or asset: _____

Date of Transaction: ___/___/___

Market value when sold/disposed of: _____

\$ _____

Amount sold/disposed of: _____

\$ _____

Do you have any other assets? (Not including personal property such as clothing, furniture, automobiles)

Yes No

If yes, please list item(s): _____

Value: \$ _____

Household Income

Please list all sources of income. This includes, but is not limited to full or part-time wages, salaries, tips bonuses, net income from operating a business, interest earned, dividends, social security, pensions, SSI, disability, unemployment compensation, workman’s compensation, child support, alimony, family assistance, VA benefits, death benefits, retirement funds, Public Assistance, or student financial assistance excluding amount for tuition. **When listing your income, please list your current monthly income that is reflective of your anticipated monthly income going forward.**

Household Member Name	Source of Income	Gross Income/Month
		\$ _____
		\$ _____
		\$ _____
		\$ _____

Income from Assets

\$ _____

TOTAL Monthly Income

\$ _____

Do you anticipate any changes in this income in the next 12 months?

Yes No

If yes, please explain: _____

Personal References / Emergency Contacts (Minimum of Two)

Name	Relationship (friend, relative, co-worker, etc.)	Phone Number

“This is an equal opportunity provider and employer”



©JL Gray Company



Credit History

List loans, charge accounts, etc. (IMPORTANT: Your credit report will be taken into account only as a threshold requirement. Your score will not limit nor improve your qualification for housing.) If no credit history, write "None".

Name of Credit Reference	City, State	Open/Closed

Automobile Information

Make: _____ Year: _____ Color: _____ License Plate #: _____

Make: _____ Year: _____ Color: _____ License Plate #: _____

Artist Preference

Do you consider yourself an artist?

Yes No

If yes, please describe your artistic practice:

If yes, how long have you been practicing your artform? _____ years

If yes, please tell us why you think the creative community at Siler Yard: Arts + Creativity Center would be a good fit for you:

"This is an equal opportunity provider and employer"



If yes, do you have a website, Instagram, Facebook page, LinkedIn or any other media site you would like to share with us?

Please list: _____

(NOTE: We will not be accepting samples of work of any kind at this point in the application process. Please DO NOT send any samples of your work with this application. Samples sent will not be reviewed or returned to the applicant. Samples are not required but will be solicited during the Artist Interview Committee interview. If an applicant chooses to not show samples of their work, there is no penalty to their application or their chances of being housed. At no point during the application process will applicant work be judged or juried.)

Certification

I/We certify that all information in this application is true to the best of my/our knowledge and I/We understand that false statements of information are punishable by law and will lead to rejection of this application or termination of tenancy after occupancy. I/We do hereby authorize the applicants' authorized representative to contact any agencies, offices, groups, or organizations to obtain and verify any information which is deemed necessary to complete my/our application. I/We certify that if accepted this is/will be my/our permanent residence and I/We do NOT and will NOT maintain a separate subsidized rental unit in a different location. I/We understand that if my/our application advances to the next phase of the application process, I am required to pay a \$30.00 application fee in order for the income certification and background check process to begin.

Applicant Signature Date

Co-Applicant Signature Date

Co-Applicant Signature Date

Co-Applicant Signature Date

"This is an equal opportunity provider and employer"



©JL Gray Company



Waitlist Disclaimer

The waiting list is a log of all applicants that wish to apply for a unit they desire to lease but is not currently available. A separate list will be held for each unit type and preference.

To be put on the waiting list, the applicant must fill out and submit a Rental Application for Residents and Occupants (the "Application") (without paying an application fee or application deposit, which will be paid when the applicant is taken off the waiting list as described below). Once an apartment becomes available, applicants on the waiting list will be called in order of the date they were placed on the waiting list and based on their desired preferences, move in date, etc. Within three (3) business days after the applicant is taken off the waiting list, applicant will be required to:

- Pay an application fee of \$30.00, as identified in the Application
- Submit all backup documentation required by this Resident Selection Criteria and the Application.

In the event that applicant fails to timely pay the application fee, the Application shall be considered withdrawn and applicant shall have no further right to be on the waiting list or rent an apartment. Applicant acknowledges that applicant will not be deemed to have submitted a completed rental application under the terms of the Application or applicable law unless and until:

- Applicant has paid the application fee
- Applicant has submitted all backup documentation required by the Application.

Applicant will be notified whether the Application is approved or denied. Applicant will be required to sign a lease within fourteen (14) days after the Application is approved.

Special consideration will be taken for applicants needing accessible units in accordance with 24 CFR 8.27 and applicants covered by the VAWA. Households not residing in the property will not be prioritized over those already residing at the property in instances in which an existing resident household is seeking a unit with lower income restriction than the unit in which they currently reside.

"This is an equal opportunity provider and employer"



Preference Disclaimer

Applications will be accepted on a first-come-first serve basis. Applicants who fit within the specified preferences of the project will receive priority over those applicants who do not have those specified preferences. The preferences for Siler Yard: Arts + Creativity Center are as follows:

- Artist Preference
- Family Preference
- In-State Preference
- Veteran Preference

These preferences carry equal weight and are not listed in order of importance. Individuals who do not fall in these preference categories but qualify based on income restrictions are welcome to apply for housing at Siler Yard A+CC. All applications will be reviewed and placed on the waitlist for housing as long as they are within the income parameters of the project as specified by the Housing and Urban Development Department of the U.S. Federal Government.

Individuals/families who do not fit in these preference categories will receive housing if there is no other applicant on the waitlist who holds a preference. Siler Yard A+CC will not leave vacant units unoccupied in order to accommodate preferences if there are applicants on the waitlist who meet income criteria for housing who do not have these preferences. Siler Yard: A+CC cannot legally house any individuals/families who are above federal income restrictions.

“This is an equal opportunity provider and employer”

