

Procedure to Purchase a Share in the Peekskill Art Loft Live/Work Coops

Phase I

Individual/Couple seeks housing in Peekskill
(One or both are an Artist)

Phase II

Before going to view a coop, they learn that there are four (4) steps that must be taken prior to purchasing a coop.

STEPS

- 1) Obtain an Artist Certification from the City of Peekskill
The applicant should receive a response to their application within 2-4 weeks.
- 2) Submit an application to the Peekskill Art Lofts Housing Development Fund Corporation with a fee of \$250. The fee includes credit check processing. A copy of the application can be found at www.PeekskillArtLofts.com

The Peekskill Art Lofts will coordinate the application with the Housing Action Council (HAC) who verifies the applicant income for the City of Peekskill/County of Westchester.

The Peekskill Art Lofts will be covering the \$500 fee charged by HAC per share sale.

a) In order to be eligible to purchase a coop, the individual/couple must meet income eligibility which is 95% of Westchester County's Average Median Income (AMI). In 2009, those figures are:

- For a Single Person - \$70,000 (Gross Income)
- For Two Persons - \$80,050 (Gross Income)
- For Three Persons - \$90,000 (Gross Income)

- 3) Upon certification of the application's income by the HAC, an applicant interviews with the Peekskill Art Lofts Board of Directors can be arranged.
- 4) If approved by the Board of Directors for occupancy, the applicant and seller will arrange for the share sales closing, transfer of shares and execution of a proprietary lease for the unit with the Corporation's lawyer and Managing Agent.

Procedure to Purchase a Share in the Peekskill Art Loft Live/Work Coops

Please note, purchase of the corporate shares is for an ownership interest in the overall coop corporation, the buyers do not own their units, hence the need for proprietary long-term lease.

If the individual/couple believe that they can accomplish both steps 1 through 4 – the couple then moves onto the next phase.

Important Notes: See next page

- 1) An applicant must pay the agreed upon sale price in full at the time of closing. No mortgage may be obtained to purchase the shares/unit.*
- 2) No share mortgages are permitted using the co-op shares as collateral. The buyer does not have to pay a mortgage per se, just qualify to pay the one included within the monthly maintenance.*
- 3) Once an applicant assumes ownership of the shares and moves into the unit you should expect a monthly maintenance fee of anywhere from \$1,050 to \$1,500 per month. The monthly maintenance has an approximate 70% underlying mortgage / 30% operational cost split. The co-op buyer receives an underlying mortgage interest deduction that can be applied against their personal income tax multiplied by the number of shares they purchased. Maintenance costs are generally tax deductible up to 51% of the lofts square footage when used as studio space.*
- 4) While an applicant's gross income may fall under the maximum requirements of the County, the Peekskill Art Lofts has a minimum income requirement in order to be able to pay the monthly maintenance and utility expenses common to ownership. For a 1-bedroom unit, the applicant should have an income that can support the monthly maintenance and their gas, electric, cable TV, phone, and co-op insurance expenses.*

Use approximately 30% of the applicant's income divided by 12 months to figure if the applicant can support a typical 1-bedroom maintenance of \$1,100 and 2-bedroom maintenance of \$1,400 per month. Maintenance includes the applicant's pro-rata share co-op's underlying mortgage, real estate taxes, insurance costs, utility expenses, and operating costs. The minimum income for a 1-bedroom unit is approximately \$44,000 per year, a 2-bedroom is approximately \$56,000 per year.
- 5) The PAL requires that shareholders maintain co-op insurance on their individual units, similar to renter's insurance, especially if the shareholder is conducting business out of their unit.*

Applicant (Artist) Name: _____

Social Security Number: _____

**PEEKSKILL ART LOFT OWNERS HOUSING DEVELOPMENT FUND CORPORATION
SHAREHOLDER-TENANT APPLICATION**

Applicant (Artist) Name

Co-Applicant Name

Current Address

How long at this address?

City

State and Zip Code

Daytime Phone Number

Evening Phone Number

Email Address(es)

Number of and Names of People Expected to Occupy Unit

Current Field of Art Practiced

How Many Years?

Describe How The Studio Will Be Used (Types of Tools, materials, etc.)

Will You Be Using Any Hazardous Materials or Processes If so, please describe?

Artist: Other Field of Employment

Co-Applicant: Field of Employment

Lease will be held in whose Name(s)

Source of Down Payment, Settlement Charges and/or Subordinate Financing (explain)

Has the Applicant or Co-Applicant ever been convicted of a crime? Yes No, if yes please describe.

Applicant (Artist) Name: _____

Social Security Number: _____

I. BORROWER INFORMATION

Borrower				Co-Borrower			
Borrower's Name (include Jr. or Sr. if applicable)				Co-Borrower's Name (include Jr. or Sr. if applicable)			
Social Security	Home Phone	Age	Yrs School	Social Security	Home Phone	Age	Yrs School
Present Address (street, city, state, zip code) <input type="checkbox"/> Own <input type="checkbox"/> Rent ___ No Yrs.				Present Address (street, city, state, zip code) <input type="checkbox"/> Own <input type="checkbox"/> Rent ___ No Yrs.			
Dependents (not listed by Co-Borrower)				Dependents (not listed by Co-Borrower)			

If residing at present address for less than two years, complete the following:

Previous Address (street, city, state, zip code) <input type="checkbox"/> Own <input type="checkbox"/> Rent ___ No Yrs.	Previous Address (street, city, state, zip code) <input type="checkbox"/> Own <input type="checkbox"/> Rent ___ No Yrs.
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II. EMPLOYMENT INFORMATION

Borrower	Co-Borrower
Name and Address of Employer <input type="checkbox"/> Self Employed (check box)	Name and Address of Employer <input type="checkbox"/> Self Employed (check box)
Years on this job	Years on this job
Years employed in this line of work/profession	Years employed in this line of work/profession
Position/Title/Type of Business	Position/Title/Type of Business
Business Phone	Business Phone

If employed in current position for less than two years or if currently employed in more than one position, complete the following:

Name and Address of Employer <input type="checkbox"/> Self Employed (check box)	Name and Address of Employer <input type="checkbox"/> Self Employed (check box)
Dates (from – to)	Dates (from – to)
Monthly Income \$	Monthly Income \$
Position/Title/Type of Business	Position/Title/Type of Business
Business Phone	Business Phone

Applicant (Artist) Name: _____

Social Security Number: _____

Name and Address of Employer <input type="checkbox"/> Self Employed (check box)	Name and Address of Employer <input type="checkbox"/> Self Employed (check box)
Dates (from – to)	Dates (from – to)
Monthly Income \$	Monthly Income \$
Position/Title/Type of Business	Position/Title/Type of Business
Business Phone	Business Phone

III. MONTHLY INCOME AND COMBINED HOUSING EXPENSE INFORMATION

Gross Monthly Income	Borrower	Co-Borrower	Total	Combined Monthly Housing Expense	Present	Proposed
Base Employment. Income*	\$	\$	\$	Rent	\$	\$
Overtime	\$	\$	\$	First Mortgage (P&I)	\$	\$
Bonuses	\$	\$	\$	Other Financing (P&I)	\$	\$
Commissions	\$	\$	\$	Hazard Insurance	\$	\$
Dividends/Interest	\$	\$	\$	Real Estate Taxes	\$	\$
Net Rental Income	\$	\$	\$	Mortgage Insurance	\$	\$
Other (see below)	\$	\$	\$	Homeowner Assn. Dues	\$	\$
	\$	\$	\$	Other:	\$	\$
Total	\$	\$	\$	Total	\$	\$

*Self Employed Borrower(s) may be required to provide additional documentation such as tax returns and financial statements.

Describe other Income Notice: Alimony, child support, or separate maintenance income need not be revealed if the Borrower (B) or Co-Borrower (C) does not choose to have it considered for paying the monthly maintenance.

B/C	Monthly Amount
	\$
	\$

Applicant (Artist) Name: _____

Social Security Number: _____

IV. ASSETS AND LIABILITIES

This statement and any applicable supporting schedules may be completed jointly by both married and unmarried Applicants if their assets and liabilities are sufficiently joined so that the statement can be meaningfully and fairly presented on a combined basis; otherwise separate Statements and Schedules are required. If the Co-Applicant section was completed about a spouse, this Statement and supporting schedules must be completed about that spouse/partner also.

		Completed <input type="checkbox"/> Jointly <input type="checkbox"/> Not Jointly		
Assets	Cash or market value	Liabilities and Pledged Assets. List the creditor's name, address and account number for all outstanding debts, including automobile loans, revolving charge accounts, real estate loans, alimony, child support, stock pledges, etc. Use continuation sheet, if necessary. Indicate by (*) those liabilities which will be satisfied upon sale of real estate owned or upon refinancing of the subject property.		
Cash deposit toward purchase held by:	\$	Liabilities	Monthly pmt. & mos. Left to Pay	Unpaid Balance

List checking and savings accounts below

List liabilities below

Name & Address of Bank, S&L, or Credit Union	Name and Address of Company	\$ Pmt/Mos.	\$Bal
Acct. no.	Acct. no.		
Name & Address of Bank, S&L, or Credit Union	Name and Address of Company	\$ Pmt/Mos.	\$Bal
Acct. no.	Acct. no.		
Name & Address of Bank, S&L, or Credit Union	Name and Address of Company	\$ Pmt/Mos.	\$Bal
Acct. no.	Acct. no.		
Stocks Bonds (Company Name/Number & Description)	Name and Address of Company	\$ Pmt/Mos.	\$Bal
Acct. no.	Acct. no.		
Life Insurance Net Cash Value	Name and Address of Company	\$ Pmt/Mos.	\$Bal

Applicant (Artist) Name: _____

Social Security Number: _____

Face Amount \$	Acct. no.
Subtotal Liquid Assets \$	Name and Address of Company \$ Pmt/Mos. \$Bal
Real Estate Owned Enter Market \$ Value From Schedule	Acct. no.
Vested Interest in Retirement Fund \$	Name and Address of Company \$ Pmt/Mos. \$Bal
Net Worth of Business(es) Owned Attach Financial Statement	Acct. no.
Automobiles Owned (Make & Year)	Alimony/Child Support /Separate Maintenance Payments \$ Pmt.
Other Assets (Itemize) \$	Job Related Expense (Child Care, Union Dues, Etc.) \$ Pmt.
Total Assets A. \$	Net Worth (A – B) \$
	Total Monthly Payments B. \$

IV. ASSETS AND LIABILITIES (cont.)

Schedule of Real Estate Owned (if additional properties are owned, use continuation sheet)							
Property Address (enter S if sold, PS if pending sale or R if rental being held for income)	Type of Property	Present Market Value	Amount of Mortgage & Liens	Gross Rental Income	Mortgage Payments	Insurance, Maintenance Taxes & Misc.	Net Rental Income
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
	Totals	\$	\$	\$	\$	\$	\$

List any additional names under which credit has previously been received and indicate appropriate creditor name(s) and account number(s):

Alternate Name

Creditor Name

Account Number

V. ACKNOWLEDGEMENT AND AGREEMENT

Certification: I/We certify that the information provided in this application is true and correct as of the date set forth opposite my/our

Applicant (Artist) Name: _____

Social Security Number: _____

signatures(s) on this application and acknowledge my/our understanding that any intentional or negligent misrepresentation(s) of the information contained in this application may result in civil liability and/or criminal penalties including, but no limited to, fine or imprisonment or both under the provisions of Title 18, United States Code, Section 1001, et seq. and liability for monetary damages to the Corporation, its agents, successors and assigns, insurers and any other person may suffer any loss due to reliance upon any misrepresentation which I/We have made on the application.

Shareholder –Tenant Signature

Date

Co-Borrower's Signature

Date

Please note that Eligible Artist Household's income shall not exceed 95% of Westchester County's median income.

Download the 2008 H.U.D. Median Income Limits [here](#)



CERTIFICATION AS AN ARTIST IN THE CITY OF PEEKSKILL

To qualify to reside in an artist loft in the artist district of Peekskill, at least one of the household members must meet the definition of “Artist” as defined in § 575-60 of the City of Peekskill Zoning Ordinance.

***Artist** – An individual who practices one of the fine, design, graphic, musical, literary, computer or performing arts; or an individual whose profession relies on the application of the above mentioned skills to produce creative product; i.e. an architect, craftsman, photographer, etc.*

The Artist Certification Committee will review the following information, to be submitted by the applicant:

1. One page application form, including an explanation of how and to what extent the loft will be used to support the artistic endeavor
2. At least three (3) letters of reference from professionals attesting to your artistic background
3. Detailed resume identifying applicable education, work and other related experience (with dates) that demonstrate an ongoing involvement in an eligible field
3. Portfolio or samples of work (slides and reproductions acceptable), including recent work with dates
4. Any other illustrative materials (e.g., exhibit reviews, client lists, commissions) supporting qualification in an eligible field.
5. List of exhibits and shows

The applicant must demonstrate that the process, procedures, and/or materials used in the creative process are reasonable and appropriate to the circumstances of the building location, surrounding uses within and adjacent to the building, and type of building structure, and that such processes, procedures, and/or materials meet local building codes and zoning requirements. The City Building Inspector shall make the determination under this category.

Please submit one copy of the application and supporting materials to:
Jean Friedman, Planning Department, City Hall, 840 Main Street, Peekskill, NY 10566.

Direct all inquiries to Ms. Friedman at 914-734-4218.

HUD Income and Rent Limits 2009

HUD Median Income Limits effective March 19, 2009 for: Section 8 and MTSP

HOME Income Limits are effective 4/27/09

Incomes ¹ (Updated 4/14/09)	1 Person Household	2 Person Household	3 Person Household	4 Person Household	5 Person Household	6 Person Household
100% AMI	\$73,700	\$84,250	\$94,750	\$105,300	\$113,700	\$122,150
80% AMI ²	\$59,000	\$67,400	\$75,800	\$84,200	\$91,000	\$97,700
MTSP and HOME 60% AMI ³	\$44,220	\$50,520	\$56,880	\$63,180	\$68,220	\$73,260
Section 8, HOME & MTSP 50% AMI	\$36,850	\$42,100	\$47,400	\$52,650	\$56,850	\$61,050
30% AMI	\$22,100	\$25,300	\$28,450	\$31,600	\$34,150	\$36,650

¹ Most numbers are rounded to the nearest \$50.

² The 80% HUD uncapped incomes, which are rounded to the nearest \$100

³ **Multifamily Tax Subsidy Projects Income Limits:** These Limits were issued by the federal government, in accordance with the Housing and Economic Recovery Act of 2008, which requires calculation of separate income limits to determine income eligibility for projects funded with tax credits authorized under Section 42 of the Internal Revenue Code and projects financed with tax exempt housing bonds issued to provide qualified residential rental development under Section 142 of the Code.

Allowable AMI and Restricted Rent Limits:

HUD establishes the AMI for each metro statistical area. The base AMI is reflective of income for an average family of 4 persons. The current AMI represents 100% for a family of 4. Percentages change based upon the number of persons per household. A number of persons less than 4 reduces the percentage. Conversely, a number higher than 4 increases the percentage. A family of 3 represents 90% of AMI; a family of 2 represents 80% of AMI; a family of 5 represents 108% of AMI; and a family of 6 represents 116% of AMI. See scale below:

# Person	1	2	3	4	5	6	7	8
% Adjustment	70%	80%	90%	100%	108%	116%	124%	132%

Multifamily Tax Subsidy Project (MTSP) Rents (not yet released)						
	Eff.	1BR	2BR	3BR	4BR	5BR
60% MTSP Rent Limit						
50% MTSP Rent Limit						

2009 HOME RENTS						
Eff. April 27, 2009	0BR	1BR	2BR	3BR	4BR	5BR
High Rent Limit	\$1,100	\$1,180	\$1,418	\$1,630	\$1,799	\$1,966
Low Rent Limit	\$921	\$986	\$1,185	\$1,368	\$1,526	\$1,685

Housing Cost Limit

This monthly limit is calculated at 30% of income based on family size. Please note that in practice affordability is calculated by bedroom size, not family size. The below schedule is intended to provide a quick estimate to determine affordability for a given household. To estimate affordability by unit size, assume occupancy of 1.5 persons per bedroom. For example, averaging a 1 person household and 2 person household Housing Cost Limit will yield an estimated one bedroom affordability and so on. Please note that the federal government sets limits for rental units funded under the HOME and MTSP (LIHTC) programs which the County adopts for all County funded housing developments.

	1 Person Household	2 Person Household	3 Person Household	4 Person Household	5 Person Household	6 Person Household
100% AMI	\$1,843	\$2,106	\$2,369	\$2,633	\$2,843	\$3,054
80% AMI	\$1,475	\$1,685	\$1,895	\$2,105	\$2,275	\$2,443
60% AMI	\$1,106	\$1,263	\$1,422	\$1,580	\$1,706	\$1,832
50% AMI	\$921	\$1,053	\$1,185	\$1,316	\$1,421	\$1,526
30% AMI	\$553	\$633	\$711	\$790	\$854	\$916