
Application for Studio Horton & Holden Annex.

The submission must be a single PDF document titled “LastName_FirstName_HHAnnex” and must include all of the following:

1. **Information Sheet:** You can find the document at <http://bit.ly/45thstinfo>
2. **Current resume:** Please include dates of exhibitions, performances, publications, volunteer, administrative, committee/board, and related career experiences, etc. (2 pages maximum),
3. **Personal Statement:** Please limit the statement to **ONE** typed page per applicant. Include artistic and professional goals, purpose, and plans for your use of the studio, and any expected remodeling and/or improvements. Include possible volunteer and community contributions. Describe your particular interest in the Cooperative. Participating in cooperative committees, volunteering for the board, and engaging in various community activities are essential parts of membership. The co-op's longevity is a consequence of cooperative labor. Each of us plays a part in sustaining our community.
4. **Samples of Artwork:** Please submit work created within the last five years and label clearly with titles, media, dimensions, and dates of artwork. Visual Artists - submit up to 20 images. Writers - submit no more than 5 examples. Time-based media submissions (video, sound, performance documentation) should not cumulatively exceed 5 minutes. You may include links to video, sound or multimedia works. If videos are password protected be sure to include login information in the description field.
5. **Professional References:** List names, addresses, emails, and phone numbers of at least three people who we may contact as references during the selection process.
6. **FINANCIAL INFORMATION TO BE COLLECTED FOR SELECT CANDIDATES ON NOVEMBER 23, 2026, AFTER THE FIRST INTERVIEW. SEE ALL REQUIREMENTS BELOW.**

Application deadline is Sat, October 31, 2026, 11:59 PM PT. Send to 45thstcoop.sec@gmail.com with “HH Annex” as the subject line. Submissions must be a single PDF. Large submissions should be compressed into a ZIP file of 25MB maximum. This is a very competitive process and incomplete applications will be automatically rejected.

INCOME QUALIFICATION:

The 45th Street Artists' Cooperative provides low-income affordable housing. To qualify, you must not exceed the moderate income - [City of Emeryville/Alameda County 2025 income limits for low-moderate income](#): 1 Person Household: \$136,750 | 2 Persons: \$156,300 | 3 persons: \$175,800

FINANCIAL INFORMATION:

Select candidates **MUST** provide all information after the first interview. Please only apply if you can provide all info and acknowledge that the full buy-in cost is due prior to the move-in date.

- **1040 tax forms (plus attachments), W-2s and 1099s.** [signed, dated, two years FOR EACH HOUSEHOLD MEMBER]
- **Information substantiating ability to pay transfer value of studio.** [Please show statements for all accounts covering a recent three-month period-checking, savings, CDs, mutual funds, brokerage, and retirement accounts. If receiving a gift or loan for any part of the transfer value, include a signed statement from the person providing the gift or loan indicating the amount, and provide an account statement from which the funds will be drawn. Please also indicate whether the funds are a gift or loan. If it is a loan, provide the term, interest rate, and monthly payment]
- **Name, address, and phone number of contact person for your employer for past three years.**

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- **Name, address, and phone number of landlord for past three years.**
 - **Two consecutive recent pay stubs (if employed) or documentation of any other income (such as disability) or freelance work.**
 - **Completed Financial Eligibility Application.** (This form is only required at the time of the second interview. If you are granted an interview, you can download the [form here](#).) *Please fill this out fully. It is not for a loan, but to collect your information.
 - **Credit Check: You will be sent a request to complete a credit check through TransUnion Smart Move. \$38/person. Signed and dated.**
 - **If you are granted an interview, you can download the [form here](#).** You must sign credit authorization form for us to review your financials.
 - **If applying to First Home Emeryville, you must have an approval letter for financial review. Please request to be connected to HelloHousing from Business Manager.**
 - **Important: Label all documents and upload as soon as possible so our underwriter can begin the review.**

FEES: A nonrefundable credit check fee will be required for select candidates after the first interview. \$38 per person. Please make checks payable to **45th Street Artists' Cooperative**.

LOAN RESOURCES: City of Emeryville: [First Home Emeryville Loan Program](#) will cover up to 50% of the purchase price for applicants at 80% AMI or below. Applicants who are over 80% of AMI (but under 120%) can get up to \$100,000.

LIMITED EQUITY HOUSING COOPERATIVE: Founded in 1973, the 45th Street Artists' Cooperative is the City of Emeryville's first established arts organization. Visual artists, musicians, choreographers, writers, designers, and fine craftsmen, many of national and international stature, constitute their membership. Over the past four decades, the Cooperative has grown from a dozen studios in one converted warehouse building to nearly 60 studios in three buildings. Today, as a non-profit, limited-equity housing cooperative, it is a national model for affordable artist-owned housing.

DISCLAIMER NOTICES:

The 45th Street Artists' Cooperative (SAC), including but not limited to its members, Board of Directors and staff, and its professional consultants, hereby disclaims any responsibility for the condition of improvements purchased by a new member from a departing member. This includes any responsibility for the removal of any toxic materials (asbestos, lead paint, etc.) that might be present in the space. The departing member, when selling improvements (equity), represents to the new member, the state and condition of the improvements. It is the responsibility of the new member to determine the accuracy of any assertions by the departing member concerning the state and condition of the improvements. Representations by a departing member may be verbal or written and may include, but may not be limited to:

- The condition or capacity of appliances or appurtenances being sold as improvements.
- The condition or capacity of utilities within the studio that are being sold as improvements, i.e.: Electrical wiring, plumbing, heating, gas piping, etc.
- The condition or capacity of sound transmitting materials, acoustic materials, insulating materials, artificial light, etc., that are being sold as improvements.

FOR MORE INFORMATION, VISIT:

www.facebook.com/45thStreetArtistsCoop | www.emeryvilleartistscoop.org

or email: 45thstcoop.sec@gmail.com | (no phone calls, please)

[FAQ Document](#)