

## Pinckney Hill Commons – a Tax Credit Development

Pinckney Hill Commons is part of the Housing Tax Credit (HTC) program. This program is designed to offer affordable housing to those individuals who meet specific income requirements. Pennsylvania Housing Financing Agency (PHFA) regulates the process to ensure only qualified residents may reside at Pinckney Hill Commons. There are strict minimum and maximum household income requirements which are based on the county's area median income (AMI).

Program regulations require us to calculate anticipated total gross household income by projecting the next 12 months of income. All income and assets go through a verification and audit process.

All income includes:

- Full Time and Part Time Employment
- Any projected overtime, bonuses, increases
- Child Support
- Alimony
- Social Security
- Social Security Disability
- Supplemental Security Income
- Income from assets (interest, dividends, etc.)
- Pensions
- Gifts or cash deposits

Under penalty of perjury, any misrepresentation, falsified documents, or failure to disclose information will result in an immediate denial of your application for housing. It will also result in immediate eviction if discovered after move in.

### The Process

There are a lot of requirements for a tax credit community, and it can be overwhelming. Someone from St. Peter's Management staff will work with you throughout the process as well as be available to answer any of your questions.

Step 1 is to fill out this pre-application. A screening is performed to determine if you income qualify. If you income qualify, you will be sent a pre-qualified letter. You will be placed on the waiting list for a future unit.

*Once your name comes up on the waiting list, we will start the income qualification process. To income qualify you must provide the following:*

- Income and Asset documentation (paystubs, 6 months of bank statements, social security statements, etc.)
- Social Security Card
- Birth Certificates
- Proof of Citizenship, if applicable
- An appraisal of any real estate you own

As part of the process, we will perform the following:

- Home visit
- Criminal credit report
- Interview head of household

## Ongoing resident compliance responsibilities:

**Recertification:** Management is required to review resident information (income, assets and household composite) every year in a process called recertification. This process begins 120 days before your move in anniversary date. Your lease agreement requires you to cooperate in this process each year. Refusal to cooperate could result in termination of your lease. Cooperation means that you will make a timely appointment when requested, provide the required information, and sign the appropriate release information forms.

**Inspections:** There are multiple groups that may perform an inspection of your unit. Management will notify you in advance of upcoming inspections. It is not mandatory that you be present at inspections, however, you are welcome to be present.

1. **Move in inspection and move out inspections:** When a resident moves in/out, Management and the resident will review the unit.
2. **St Peter's Management:** Management inspect all units twice a year, at a minimum. The purpose is to monitor housekeeping, repairs and preventative maintenance.
3. **Tax Credit requirement:** Agents or representatives of PHFA will inspect your unit on a regular basis. The purpose of these inspections is to monitor housekeeping, repairs, and preventative maintenance.
4. **Chester County:** The County performs an annual unit inspection on a few units each year. This inspection is for health and safety regulations.
5. **Borough of West Chester:** The borough performs an annual unit inspection for health and safety regulations. In addition, the borough will test unit alarms as well as inspect hallways and common areas.
6. **Pest Control:** Management has regular pest control services. The times for treatment will be posted. Cooperation is mandatory.
7. **Fire Alarms:** Management will have regular fire alarm checks.

## Miscellaneous

- Tax Credit properties are smoke-free.
- If you have a pet, there is a pet policy agreement that must be signed before moving in.
- No space heaters.
- No grills.

If you have questions, please send an email to [inquiries@chcliving.org](mailto:inquiries@chcliving.org).

**PINCKNEY HILL COMMONS**  
 606 Main St, Phoenixville, PA 19460  
 inquiries@chcliving.org Fax: 610-935-1273 TTY 711

For Management Use Only.  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Initials: \_\_\_\_\_

**PRE-APPLICATION**

You must be income qualified to live at Pinckney Hill Commons. Your qualification is based on your income, assets and the number of people that will reside in the unit. This pre-application will assist in determining your eligibility. If you meet the eligibility requirements, we will require you to complete a full application and submit the required information *when a unit is available* that fits your needs.

**NOTE: income includes (but not limited to): salary before taxes (including bonuses, commissions and overtime), child support, Social Security, Door dash income, Uber driver income, Instacart income, self-employed income.**

**Name:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **(Cell/Other):** \_\_\_\_\_

**Household members:**

Last Name, First Name	Relationship to Head of Household	Total Gross Income (annual amount)	Birth Date	Age	Social Security Number	Student Status: Pick one - Full Time (FT) - Part Time (PT) - Not Applicable (NA)
1.	Head					
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Do you expect any changes to your household composition over the next 12 months? Yes/No  
 Examples: future spouse, addition of a child to the household, etc.) If yes, please explain.

Does anyone in your household anticipate any raises, overtime, changes to employment, or becoming employed?  
 If yes, please explain. \_\_\_\_\_ Yes/No

Do you need the features of a handicapped accessible unit? Yes/No

Are you or your spouse a veteran? You / Co-head / Neither

Are any of the applicants subject to the state lifetime sex offender registration requirements? Yes/No

Are you seeking housing due to a presidentially declared disaster? Yes/No

Do you receive Social Security Benefits under another person's Social Security Number? Yes/No

**OTHER Financial Information:**

**NOTE: benefits and other unearned income from minors is considered income.**

Last Name, First Name	Balance in Checking Account	Balance in Savings Account	Balance in retirement accounts (IRA, 401(k), Pension)	Other cash accounts (example bitcoin, Venmo)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Do you own a home? Yes / No    Current Value: \$ \_\_\_\_\_    Mortgage Amount: \$ \_\_\_\_\_

Additional Names and/or financial information:

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\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Co-Head**

\_\_\_\_\_  
**Date**



We are pledged to the letter of the policy of achievement of equal housing opportunity. We encourage and support affirmative advertising and a marketing program in which there are no barriers to obtaining housing on the basis of race, color, religion, national origin, sex or familial status.