



WELCOME TO HILLTOP HEIGHTS!

Thank you for your interest in Hilltop Heights, a brand-new affordable housing community. We are excited to begin accepting applications and appreciate your interest in making Hilltop Heights your new home.

About Hilltop Heights

Hilltop Heights participates in the Low-Income Housing Tax Credit (LIHTC) Program, which provides quality housing at affordable, fixed rental rates for households that meet income and eligibility requirements.

Please note:

- **Rent is not based on your household income.**
- Applicants must meet both minimum and maximum income limits and all program eligibility requirements.
- Approval is based on application information, screening criteria, and verification of all required documentation.

Each apartment includes:

- Refrigerator
- Stove
- Dishwasher
- In-unit washer and dryer

Construction Updates

As we work hard to bring this new affordable housing community to life, please note that we are currently in the early stages of opening this property. To ensure the safety of our future residents and work crews, we will not be conducting unit showings or on-site tours until construction is fully completed.

We appreciate your patience and enthusiasm as we build your future home. We'll continue to share construction updates and announce when tour dates and move-in timelines are scheduled.

About the LIHTC Program

Hilltop Heights participates in the Low-Income Housing Tax Credit, or LIHTC, program. This program provides quality rental housing at affordable rents for households that meet specific income and eligibility requirements.

LIHTC housing is not the same as rental assistance. Applicants must still meet the community's rental criteria, and the total anticipated income and assets of every household member must be reviewed before eligibility can be determined. Monthly Rental rates are fixed and do not fluctuate with household income. Further, the program has minimum income requirements to ensure households can afford the fixed rent rate.

Complete the Entire Application

Please carefully review and complete every section of the enclosed application.

All questions and fields must be answered. Please do not leave any spaces blank. For questions that require a "Yes" or "No" response, one answer must be selected. If a question does not apply to your household, write "N/A."

Please be sure to:

- List every person who will live in the apartment.
- Disclose all income received by every household member.
- Disclose all assets held by every household member, including minors.
- Provide complete rental-history information.
- Answer all student-status questions.
- Sign and date all required forms, everyone 18+ must sign.

Incomplete applications may be returned and cannot be fully processed until all required information is provided.

Income and Asset Verification

If your household is selected to move forward, you will be scheduled for an intake appointment. During the intake and eligibility-review process, you will be required to verify all income and assets held by every household member.

All bank accounts and financial accounts will be reviewed thoroughly. This includes accounts that may be used only occasionally or that currently have a low or zero balance.

Examples include:

- Checking and savings accounts
- Prepaid debit cards
- Cash App, Venmo, PayPal and similar accounts
- Certificates of deposit
- Retirement accounts, pensions, IRAs and 401(k) accounts
- Investment and brokerage accounts
- Life-insurance policies with a cash value
- Real estate and other property
- Cash on hand
- Assets sold or transferred for less than fair market value
- Gambling Accounts – ex. DraftKings

Please disclose every account. Failing to disclose an income source, bank account or other asset may delay the application or affect eligibility. All pages of each statement must be provided, even when a page is blank or contains no transaction activity. All documents must be in PDF form, no screenshots accepted.

Identification

- Current government-issued photo identification for adult household members
- Social Security cards for all household members
- Birth certificates for household members under age 18

Additional Information

- Current and prior landlord contact information
- Proof of an active Housing Choice Voucher, when applicable
- Student enrollment information, when applicable
- Reasonable-accommodation documentation, when applicable

Additional documentation may be requested based on your household's circumstances.

Submitting Your Application

Applications are processed in the order they are received. Please return the completed application as soon as possible.

By Mail:

Monarch Management Group
32 Whisper Creek Drive, Suite 1
Lewisburg, PA 17837

By Email:

hilltopheights@monarchmanage.com

Submission of an application does not guarantee approval or an apartment. Eligibility can only be determined after the application, screening requirements and all required income and asset verifications have been completed. Households that are prepared with all requested paperwork will be prioritized for residency.

We look forward to assisting you through the application process and welcoming the first residents to Hilltop Heights.