



FIRST TIME HOME BUYERS PROGRAM APPLICATION

The City of Collinsville First Time Home Buyers Program provides income-based down payment assistance for \$1,000 to \$5,000 for first time home buyers purchasing a home within the City limits of Collinsville. Please review the requirements carefully, fill out the form completely, and attach all required documentation before submitting your application. Applications should be submitted to:

City of Collinsville
First Time Home Buyers Program
125 S. Center St.
Collinsville, IL 62234

After receiving your application and all required supporting documentation, the City will determine your eligibility for the program. Please allow up to ten (10) calendar days for City Staff to process the application. Once the application is approved and all requirements have been met, the City of Collinsville will provide the downpayment assistance fund at the sale's closing. The City will require that all homeowner and City contributions be itemized on the closing disclosure statement.

Application Checklist

In order to process your application, please submit the following supporting documents with your application. The City may request additional income documentation after reviewing applications. Failure to submit all required documents will result in denial of the application.

- Signed Sales Contract (if applicable)
- Two (2) recent months paystubs of all employed occupants in the household (18+)
- Previous year's tax returns for all employed occupants in the household (18+)
- Two (2) recent months of checking/savings account statement for all occupants
- Social Security benefits statements, alimony/child support agreements, etc., if applicable
- Other benefits/income statements (pension, investments, etc.), if applicable
- W-9 Request for Taxpayer Identification Number and Certification
- Copy of photo ID of applicant(s)

Eligibility

Applicants must be first time home buyers purchasing a home within the City of Collinsville and must provide a matching contribution determined by the chart below. The Median Area Income (MAI) used to determine the required buyer contribution is the level established by the Department of Housing and Urban Development at the time of application.

2023	Household Members							
Income Limit	1	2	3	4	5	6	7	8
80%	56,250	64,300	72,350	80,350	86,800	80,350	99,650	106,100
50%	35,200	40,200	45,250	50,250	54,300	58,300	62,350	66,350
30%	21,150	24,150	27,150	30,150	35,140	40,280	45,420	50,560

Buyer Income	Buyer Contribution	City Contribution
Up to 30% of MAI	30%	\$1,000 to \$5,000
More than 30% and up to 50% of MAI	50%	\$1,000 to \$5,000
More than 50% and up to 80% of MAI	80%	\$1,000 to \$5,000
At or above 80% of MAI	100%	\$1,000 to \$5,000





CITY OF COLLINSVILLE FIRST TIME HOME BUYERS PROGRAM APPLICATION

APPLICANT/CO-APPLICANT INFORMATION

Last Name	First Name	Middle Init.	Email Address	
Current Address	City	State	Zip Code	Phone Number
Last Name	First Name	Middle Init.	Email Address	
Current Address	City	State	Zip Code	Phone Number

By checking this box, I/we certify that I/we have not previously purchased or owned a home.

HOME, INCOME, AND ASSET INFORMATION

Address of Property to be Purchased	Total Number of Occupants	Current/Previous Property Owner	
Name of Lending Institution	Name of Loan Officer	Estimated Date of Closing	
Lending Institution Address	City	State	Zip Code
Total Household Annual Income	Bank Account Types <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Bank Name(s)	

I/we have reviewed Ordinance No. 18-50 and Ordinance No. 9-3 regarding the City of Collinsville's First Time Home Buyers Program and understand the terms and conditions, and further allow the City to verify the information in order to ensure that the program requirements are met. Submission of this application does not in itself obligate the City or Home Buyer without execution of an agreement.

Applicant Signature

Date

Co-Applicant Signature

Date

City Verification/Review and Sign-Off

Approved Denied Reason for Denial: _____

Program Administrator

Date

Requested Amount

