

First Time Homebuyer Application Checklist

All forms and documents listed on this page should be completed and returned to the Development Services Department at City Hall. If you have any questions about the First Time Homebuyer Program, please call Jennifer Thompson at (816) 969-1239.

✓ **Completed Application Form**

All information must be filled out completely. Please type or write legibly in blue or black ink.

✓ **Certification of First Time Homebuyer (must be notarized)**

This form certifies that you have not owned property in the past three (3) years or that you are a single parent or a Displaced Homemaker as defined by HUD for the First Time Homebuyer Program.

✓ **Income Eligibility Form A and Documentation of Income**

The ultimate income eligibility determination is based on the anticipated total household gross income to be earned during a 12-month period immediately following the date of application. For the purpose of estimating total household gross income to be earned, documentation of current and immediate past income of all adults in the household is required to be submitted with the application including, but not limited to: copies of IRS tax forms submitted in the previous three (3) years, pay stubs from the most recent three (3) consecutive months, a copy of Verification of Employment from each employer, award letters for social security, supplemental security income (SSI), aid to families with dependent children (AFDC), pension, unemployment insurance, disability or workmen's compensation, and any other income. The total income (gross income before deductions and withholding taxes) must include income to be received by all persons living in the household ages 18 and above. Indicate any anticipated change of income status and provide documentation (i.e. divorce, death, etc.).

✓ **Applicant Confidential Information Form**

HUD Regulations require reporting of demographic information regarding recipients of Federal Programs. This information will not be used to determine eligibility or priority.

✓ **Pre-approval Letter from Lender**

A current approval letter is required from a lender who has entered a Memo of Understanding with the City of Lee's Summit. If your lender has not completed the Memo of Understanding, have them contact Jennifer Thompson at (816) 969-1200 for the appropriate paperwork.

✓ **Lee's Summit Residency Documentation**

Attach documentation as proof that the Applicant has been a Lee's Summit resident for no less than one year prior to the date of the application (documentation of residency, including, but not limited to, a rental agreement and water bills.)

This checklist is for applicant's information only. Do not submit this sheet with your application.

List all household members that will be living in the property, excluding the applicant(s)

	Name	Social Security Number	Sex	Age
1.	_____	____/____/____	____	____
2.	_____	____/____/____	____	____
3.	_____	____/____/____	____	____
4.	_____	____/____/____	____	____
5.	_____	____/____/____	____	____
6.	_____	____/____/____	____	____

Total Household Size (including the applicant and co-applicant): _____

Are you an employee, agent, consultant, officer, or elected official or appointed official of the City of Lee's Summit or of any other local agencies receiving the City's CDBG funds (Y or N)? _____
If yes please specify your association with the agency. _____

Female Head of Household (Y or N)? _____

Are you currently residing in Lee's Summit (must be within the City Limits)? Yes_____ No_____

If yes, how long have you been a Lee's Summit resident? _____ year(s) _____ month(s)

Please attach to this application one (1) year's Lee's Summit residency documentation (i.e. water bills, lease agreement, other utility bills).

I hereby certify that:

1. I am eighteen (18) years of age or older, and
2. I am a citizen of the U.S. or have declared such intentions, and
3. I am not presently a homeowner or the owner of other residential property, or I am a single parent, or a displaced homemaker, and
4. I meet the minimum income requirements.

I hereby submit my application for the City of Lee's Summit's First Time Homebuyer Mortgage Assistance Program. I further certify that all information in this application and all information furnished in support of this application is true and complete to the best of my knowledge and belief. Verification of information contained in this application may be obtained from any source named herein. I understand that my application is subject to termination if it is determined that I knowingly made a false statement or misrepresentations. I further agree and understand the City of Lee's Summit will utilize the information in this questionnaire ONLY for the purpose of approval or denial of my mortgage assistance application.

APPLICANT'S SIGNATURE

DATE

JOINT APPLICANT'S SIGNATURE

DATE

Lee's Summit is an equal opportunity community and does not discriminate against any individual based on race, color, creed, national origin, sex, ancestry, age, or disability.



CERTIFICATION OF FIRST TIME HOMEBUYER

Date _____ Lender Name _____

Borrower _____

Co-Borrower _____

I/We hereby certify that I/we have not owned real property at any time during the last three years.

Borrower _____

Co-Borrower _____

I am a single parent.

Borrower _____

Co-Borrower _____

STATE OF MISSOURI)
) ss.
COUNTY OF JACKSON)

On this ____ day of _____, 20 ____, before me personally appeared _____
_____ to me known to be the person(s) described in and who executed the foregoing
instrument, and acknowledged that he/she/they executed the same as his/her/their free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in the State
aforesaid, the day and year first above written.

Notary Public: _____

My Term Expires: _____



INCOME ELIGIBILITY - FORM A

ANTICIPATED ANNUAL INCOME (12-Month Period from the Date of Application)

Please estimate anticipated income from all sources for all adults in the household. Attach copies of IRS tax returns from previous three years, copies of pay stubs of the most recent three consecutive months, a Verification of Employment from each employer, and other appropriate documentation.

	Income #1	Income #2	Total
Name	_____	_____	_____
Social Security Number	_____	_____	_____
Place of Employment	_____	_____	_____
Base Employment Income	\$ _____	\$ _____	\$ _____
Overtime	\$ _____	\$ _____	\$ _____
Bonuses	\$ _____	\$ _____	\$ _____
Commissions	\$ _____	\$ _____	\$ _____
Dividends/Interest	\$ _____	\$ _____	\$ _____
Alimony	\$ _____	\$ _____	\$ _____
Child Support	\$ _____	\$ _____	\$ _____
Assets/Benefits, Pensions	\$ _____	\$ _____	\$ _____
Public Assistance	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____

I/We certify that the information provided is true and correct to the best of my knowledge as of the date set forth opposite my/our signature(s) of all estimated household income.

Applicant's Signature	Date	Co-Applicant's Signature	Date
		<input type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible	

Income Limit = _____

Income has been verified for Applicant (and Co-Applicant) and qualifications under HUD Guidelines for Low to Moderate Income for the First Time Homebuyer Mortgage Assistance Program have been met.

Authorized FTHB City Signature	Date
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