



**CITY OF BLUE SPRINGS
FIRST TIME HOME BUYER
2021-2022 APPLICATION INCOME
ELIGIBILITY SCREENING**

Potential First Time Home Buyer applications may complete and submit the following income eligibility screening to determine if they meet the income requirements. Meeting the income qualifications is typically the primary reason for being disqualified under the program.

All forms and documents can be completed and returned to the Community Development Department at City Hall (903 W. Main St., Blue Springs) or by email at skelly@bluespringsgov.com. If you have any questions about the First Time Home Buyer Program or the income eligibility screening, please contact Shana Kelly at 816-220-4538.

Note: If you are determined to be income eligible, it does not guarantee that you will be income eligible at the time of application. This income eligibility assumes that there will not be any changes to your income or the income of any other household members between now and the date at which you apply. You are required to submit updated income documentation at the time of application. Complete applications must be submitted at least 3 weeks prior to your scheduled closing date.

The following information must be provided to accurately determine the income limits on the household:

Name(s) of Buyer(s): _____

Scheduled (or estimated) closing date: _____

Contact: Preferred Phone: _____ Alt. Phone: _____

Email: _____

HOUSEHOLD INFORMATION

A household is defined as all persons occupying the same housing unit, regardless of their relationship to each other.

Household Size (Total Persons): _____ Female Head of Household: Yes No

Number of persons in household by age: Under 18: _____ 18-61: _____ 62 or older _____

Are you an employee, agent, consultant, officer, Yes ___ No ___
or elected or appointed official of the City of Blue
Springs or of any other local agencies receiving
the City's CDBG funds?

If yes, please explain your connection: _____

INCOME INFORMATION

List all income sources of all adult persons in the household 18 years of age and older.

Person #1

(Applicant): Name: _____ Age: _____
Employer(s): _____
Full-Time Student: Yes No
Sources of Income:
 Employment / Social Sec. / Pension / Child Support / Other / None
If "other," please explain: _____

Person #2

(Co-Applicant): Name: _____ Age: _____
Relationship to Person #1: _____
Employer(s): _____
Full-Time Student: Yes No
Sources of Income:
 Employment / Social Sec. / Pension / Child Support / Other / None
If "other," please explain: _____

Person #3:

Name: _____ Age: _____
Relationship to Person #1: _____
Employer(s): _____
Full-Time Student: Yes No
Sources of Income:
 Employment / Social Sec. / Pension / Child Support / Other / None
If "other," please explain: _____

The following documentation is required as proof of household income:

- **An IRS Tax Return / 1040 Long Form (most recent year filed). If tax returns were not filed for the most recent tax year, all adults must provide copies of all W2s from the tax year and provide a written reason for not filing in the space below.**
- **Current income (all that apply/received):**
 - Employment – minimum of 3 most recent pay stubs showing current and year-to-date income for each job/employer
 - Benefit statements – social security, pension, SSI, AFDC, unemployment, disability, workmen's compensation, child support, etc. (any non-employment income received)
 - Any other income received not listed above

Additional income documentation may be requested. Please note that overtime, bonuses, and seasonal income is still counted as income regardless if it is regularly or sporadically anticipated.

Indicate below any changes of income status as a result of circumstances such as marriage, divorce, death, etc., or a reason for not filing tax returns the most recent tax year. Documentation is required.

