



SINGLE FAMILY HOME CONVERSION PROGRAM APPLICATION

The City of Collinsville Single Family Home Conversion Program provides down payment assistance of up to \$5,000 to convert single family rental homes to owner-occupied homes. 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
Single Family Home Conversion 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. 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

Eligibility

Applicants must meet the following requirements: be purchasing a rental home within the City of Collinsville and must occupy the home for a minimum of five years. The home must have been registered with the City as a rental unit for a minimum of two years prior to the purchase. If the buyer ceases to reside in the home before the 5 year period ends, the buyer will be required to repay 1/60th of the grant for each month of the 5 year period that the buyer does not reside in the home.

- * The home being purchased must currently be registered with the City as a rental unit and must have been registered as a rental unit for a minimum of two (2) years.
- * The applicant(s) must be purchasing the home as their primary residence.
- * The applicant(s) must occupy the home for a minimum of five (5) years from the closing date.
- * If the applicant(s) ceases to reside in the home before the 5 year period ends, they will be required to repay 1/60th of the grant for each month of the 5 year period that they do not reside in the home.





CITY OF COLLINSVILLE SINGLE FAMILY HOME CONVERSION PROGRAM APPLICATION

APPLICANT/CO-APPLICANT INFORMATION

Last Name	First Name	Middle Initial	Phone Number
Current Address	City	State	Zip Code
Last Name	First Name	Middle Initial	Phone Number
Current Address	City	State	Zip Code

By checking this box, I/we certify that I/we are purchasing the home as my/our primary residence.

HOME, INCOME, AND ASSET INFORMATION

Address of Property to be Purchased	Number of Occupants	Current Landlord	
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. 18-51 regarding the City of Collinsville's Single Family Home Conversion 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

City Manager

Date

