CONFIDENTIAL APPLICATION

Concordia Moderate Income Housing Program: Classic Neighborhood Collection

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Instant classic: Contemporary living wrapped in timeless styles of legacy neighborhoods

The Concordia MIH Program was established in 2022 by the City of Concordia and CloudCorp to expand access to affordable, high quality homeownership opportunities for moderate income households and to support residential growth. The program includes the development of new single-family residences in the newly developed St. Joseph Subdivision, as well as a Classic Neighborhood Collection in established neighborhoods throughout the community.
This application pertains specifically to MIH homes in the Classic Neighborhood Collection. In addition to MIH incentives, these homes may qualify for tax rebates under Cloud County's Neighborhood Revitalization Plan (NRP).

PROCEDURE TO APPLY
1. Submit homebuyer application form
All adult household members age 18 or older who intend to reside in the home must be included when reporting total annual household income. Total household income must fall within the minimum and maximum limits established for the program as shown in the table below.
Household income is based on adjusted gross income along with any additional forms of assistance or secondary income received by you or any family member that will reside at the address.
Applicants whose income qualifies under the program's guidelines will be eligible for down payment assistance in the amount of $47,000.

Kansas Housing Resources Corporation MIH Income Range 2026 Calculations (Effective 5/1/2026)

	# in Household:	1	2	3	4	5	6	7	8
Income	60%	42600	48660	54720	60780	65700	70560	75420	80280
limits	150%	106500	121650	136800	151950	164250	176400	188550	200700

Income guidelines: Income limits are based on the Kansas Housing Resources Corporation's moderate income housing guidelines and are effective as of May 1, 2026. The limits are adjusted annually. The Multifamily Tax Subsidy Projects (MTSP) income limits are used to calculate 150 percent of area median gross income (AMGI) for each county. For purposes of this program, the 60 percent AMGI income limit is the minimum qualifying income and the 150 percent AMGI income limit is the maximum qualifying income.

2. Verify income

To verify income eligibility, applicants must provide the following:

- A copy of the most recent federal income tax return for each household member age 18 or older submitted with the application (If tax returns are not available or if current income differs materially from most recent tax year, applicants submit at least three consecutive months of pay stubs showing gross year-to-date earnings, or if self-employed, a current-year profit and loss statement.)
- Documentation for all other forms of assistance or income received in the past year by any person who will reside in the home (refer to the information provided at the bottom of page 3 of the Homebuyer Application Form for additional details).

3. Secure financing

To be eligible to purchase a home through this program, applicants must secure financing in the principal amount of $250,000. Applicants are strongly encouraged to work with a local lender in Cloud County. A signed mortgage preapproval letter in the amount of $250,000 must be submitted with the application in order for it to be processed.

Provide your lender's contact information: The City of Concordia, CloudCorp, the applicant's selected lender, and the title company will coordinate to prepare all documentation necessary for closing. If your lender changes during the process, please notify CloudCorp in a timely manner so records can be updated.

CHECKLIST: Required documents

The following documents must be submitted before your application can be processed:

- Signed Homebuyer Application Form
- Income verification documentation for all household members age 18 or older
- Signed mortgage preapproval letter in the amount of $250,000
- Signed Acknowledgment, Consent, and Release Form

Failure to fully complete the application and submit all required documentation will delay processing and may result in the application being deemed incomplete. Notification of approval or denial will be provided via email unless an alternate communication method is requested. Completed applications, including all required attachments, will generally be reviewed within 10 business days of receipt to determine eligibility.

4. Submit your application

Please submit the completed application and supporting documents to your realtor of choice or to:

CloudCorp
606 Washington St
Concordia, KS 66901
Phone: 785-243-2010
Email: tim.beims@cloudcorp.net

5. Post-approval steps

Once an application has been determined to meet all program requirements and is approved, the homebuyer must complete the following steps in order to secure a specific home in the Classic Neighborhood Collection:

STEP 1: *Execute a purchase contract with the builder*

After approval as a qualified applicant and confirmation of secured financing, you and your realtor will work directly with the home builder (Oman Custom Construction) to execute a purchase contract for an available home. Upon execution of the purchase contract, a payment of $20,000 dollars will be due, along with $1,000 for title costs. These payments represent your commitment to the builder and the builder's commitment to construct and convey the home to you under the contract terms.

STEP 2: *Submit signed purchase contract*

Upon receipt of a fully executed purchase contract and the required deposit, you will be issued an award letter confirming down payment assistance in the amount of $47,000. Down payment assistance funds will be reserved and committed only after a signed purchase contract and required deposit have been received for a specific home. Down payment assistance will be applied at closing.

ACKNOWLEDGEMENT, CONSENT AND RELEASE FORM

I acknowledge the following:

1. This home will be constructed on one of the approved lots provided by the developer.
2. The builder/contractor has already been selected and your customization options are limited (but available at a potentially additional negotiable cost).
3. You must continue to maintain property insurance according to your mortgage and must continue to pay property taxes in perpetuity.
4. A second mortgage and promissory note will be filed at the time of closing for the $47,000 down payment assistance with a five-year recapture period. Any profits realized from the sale of this home within five years of the close date will require repaying a prorated portion of the down payment assistance (1/5th annually or 1/60th monthly) with the lien removed after five years.

I consent to allowing the City of Concordia and CloudCorp to request and obtain information from the lender named in this application, my realtor of choice, and the builder (Oman Custom Construction) for the purpose of verifying my eligibility. Regardless of approval status, this application may be retained by CloudCorp for an indeterminate period for record keeping purposes.

By signing this form, I acknowledge and agree to the above and that this application is true, correct, and complete ***(each household member age 18 or older must sign after reading)***.

APPLICANT

Print name	Signature	Date
______________________________	______________________________	____________

CO-APPLICANT

Print name	Signature	Date
______________________________	______________________________	____________

OTHER ADULTS IN HOUSEHOLD

Print name	Signature	Date
______________________________	______________________________	____________
Print name	Signature	Date
______________________________	______________________________	____________
Print name	Signature	Date
______________________________	______________________________	____________

Kansas Housing Resource Corporation Moderate Income Housing Grant

HOMEBUYER APPLICATION FORM

Applicant information

____
Name (Last, First, Middle Initial) Social Security Number

____
Spouse or Co-Applicant Name (Last, First, Middle Initial) Social Security Number

____
Current Address (Street, City, County, State, Zip)

( ) - ________ ________________ ________________
Telephone Number Number of Dependents Age of Dependents

Do you currently live in subsidized housing? Yes ☐ No ☐

Are you a first-time homebuyer? Yes ☐ No ☐

If not, have you owned a home in the past three (3) years? Yes ☐ No ☐

Information about you and your family

Please list every member of your household, starting with yourself

Name: ______________________________

Social Security Number: ______________________________

Relationship: ______________________________

Birthday/Age: ______________________________

Sex: Male ☐ Female ☐ Other ☐

Name: ______________________________

Social Security Number: ______________________________

Relationship: ______________________________

Birthday/Age: ______________________________

Sex: Male ☐ Female ☐ Other ☐

Information about you and your family (continued)

Name: ______________________________

Social Security Number: ______________________________

Relationship: ______________________________

Birthday/Age: ______________________________

Sex: Male ☐ Female ☐ Other ☐

Name: ______________________________

Social Security Number: ______________________________

Relationship: ______________________________

Birthday/Age: ______________________________

Sex: Male ☐ Female ☐ Other ☐

Name: ______________________________

Social Security Number: ______________________________

Relationship: ______________________________

Birthday/Age: ______________________________

Sex: Male ☐ Female ☐ Other ☐

(If more space is required, please use the back of this sheet)

Eligible households must earn less than 150% of the Area Median Income (AMI) and have the financial availability to own and maintain a home.

Kansas Housing Resources Corporation MIH Income Range 2026 Calculations (Effective 5/1/2026)

	# in HH:	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Income Limits	**60%**	42600	48660	54720	60780	65700	70560	75420	80280
	150%	106500	121650	136800	151950	164250	176400	188550	200700

Household Income Information

To the best of your ability, please list which members of your family are employed, who they work for, and their average annual income.

Name: ______________________ Employer: ______________________

Employer Address: ______________________

Employer Phone: ______________________ Length of Employment: ______________________

Annual Income: ______________________

Name: ______________________ Employer: ______________________

Employer Address: ______________________

Employer Phone: ______________________ Length of Employment: ______________________

Annual Income: ______________________

Name: ______________________ Employer: ______________________

Employer Address: ______________________

Employer Phone: ______________________ Length of Employment: ______________________

Annual Income: ______________________

Name: ______________________ Employer: ______________________

Employer Address: ______________________

Employer Phone: ______________________ Length of Employment: ______________________

Annual Income: ______________________

(If more space is required, please use the back of this sheet)

Please indicate all other forms of assistance or income that you or any member of your family who will reside at this address received in the past year and attached relevant documentation.

- ☐ General Assistance
- ☐ Pension
- ☐ TANF (Temporary Assistance for Needy Families)
- ☐ Unemployment
- ☐ Social Security
- ☐ Child Support
- ☐ Foster Care
- ☐ SSI/SSA (Supplemental Social Security Income/ Assistance)
- ☐ Alimony
- ☐ VA
- ☐ Other: ________________

ACKNOWLEDGEMENT AND AGREEMENT

I acknowledge and attest that all of the information provided in this application is true and accurate to the best of my knowledge. It is my understanding that any intentional or negligent misrepresentation of the information may result in civil liability and/or criminal penalties. If any of the above information changes prior to closing, I will notify the lender immediately.

______________________________ ____________________________________

Homebuyer signature Date Homebuyer signature Date

____________________ ______________________ _________

Lending institution Mailing address (street, city, zip) Phone number

THIS SECTIONTO BE COMPLETED BY APPLICATION REVIEWER:

Date Received: ____

Loan Confirmation Number: ________________________________

Approved ☐ Denied ☐

Reason: ____

Signed: ____

* *Approval may take up to 10 business days.*

* *You will be notified by email of approval and next steps.*

CHECKLIST: Pertinent documents that must be submitted with application

All documents must be dated within 30 Days
Must provide copies, originals will not be returned

INCOME VERIFICATIONS (PROVIDE COPIES FOR ALL DOCUMENTS)		
1	Wages, salaries (includes overtime, tips, bonuses, commissions, self-employment)	Preferred: Most recent federal tax return Alternative: Most recent 3 months of consecutive pay stubs showing gross year-to-date pay received, or if self-employed a current year's P&L statement
2	Does any member work who is paid in cash? Regular cash contributions or gifts from individuals not living in the household	Signed statement from person paying wages stating how much is paid in cash and how often
3	Regular pay for a member of the U.S. armed forces	3 consecutive months of pay stubs showing gross year-to-date pay received
4-14	Welfare or disability benefits (including SSDI and SSI), worker's compensation, social security payments, pensions, retirement benefits, etc.	Current award letter (dated within the past 30 days)
6	Unemployment benefits or severance pay	Current printout for unemployment or severance pay award letter
7	Child support	Child support case number for each child and a copy of legal award; if there is no court order, signed statement from applicant stating how much is paid/how often
8	Alimony	Copy of legal award; if there is no court order, signed statement from applicant of how much is paid/how often
13	Annuities or life insurance dividends	Current statement showing amount received YTD
15	Net income from rental property	Copy of lease showing current rent amounts
17	Other (list)	Current documentation stating how much is paid/how often