



APPLICATION DOCUMENT DESCRIPTION

A. Annual Financial Statements

As part of the loan application, financial statements for the last three (3) years are needed. These statements need to include a balance sheet and income and expense statement, and should be prepared in accordance with generally accepted accounting principles, as applied to non-profit tax-exempt religious corporations.

B. Property Evaluation

We need written evidence of the value of the property the church will be using as security for this loan. For loans \$250,000 and greater a licensed appraisal is required. For loans less than \$250,000 the church is to provide tax assessment and insured value. The cost of a licensed appraisal is between \$3,000–\$5,000 depending on location.

C. Preliminary Title Insurance Report

Commonly known as a PTR (Preliminary Title Report) or “Prelim”, this document is required on ALL loan transactions. In some states it may be referred to as a Title Commitment. The report is prepared by a Title Company (or in some states a lawyer) and identifies the following:

1. Legal description of the property to be held as security.
2. Owner of the property or who has an interest in the property.
3. Any recorded liens (mortgages, deeds, taxes, etc.) that affect the property.

The PTR is used to issue the Title Insurance Policy when the loan is completed. This is required of all CEP loans.

D. Flood Zone Information

This is a national program that identifies properties in areas that can flood at least once every 100 years. This information can be obtained in writing from your insurance agent or city engineer. If your church property is in a flood zone, additional insurance may be required.

E. Certificate of Good Standing

A certificate of good standing (also known as a certificate of existence or certificate of authorization) is a document issued by a state official as conclusive evidence that a corporation or LLC is in existence or authorized to transact business in the state, and that the company is in compliance with all state-required formalities.

The Certificate of Good Standing generally sets forth the corporation's or LLC's name; that it is duly incorporated or organized and authorized to transact business in that state; that all fees, taxes and/or any applicable penalties owed the state have been paid; that the company's most recent annual report has been filed; and that articles of dissolution for the company have not been filed.

BizFilings can obtain a certificate of good standing for your business. The cost for BizFilings' Certificate of Good Standing service is \$35 plus state fees. If you need additional information contact our office.

LOAN APPLICATION



Church Extension Plan
PARTNERS PLUS™

► *The Loan Application should only be completed after your loan has been pre-approved.*

Church/Institution

Tax ID Number

Church Name

Date

Address

City

State

Zip

Church Phone

Church Fax

Email

Check List

1. Church History
2. Annual Financial Statement (3 years) (see A on Application Document Description)
3. Purpose of Loan
4. Collateral Property Information
5. Cost Estimates
6. Property Evaluation (see B on Application Document Description)
7. Preliminary Title Report (see C on Application Document Description)—*call for assistance*
8. Flood Zone information (see D on Application Document Description)
9. Filed Articles of Incorporation
10. Church By-laws
11. Evidence of current Fire Insurance coverage (Builder's Risk evidence, if applicable)
12. Certificate of Good Standing (see E on Application Document Description)
13. Copy of signed Purchase Agreement
14. Three (3) months of most recent bank statements

For constructions loans:

14. Blueprints approved by engineer and permitting agencies
15. Copy of Building Permit(s)
16. Construction Project Checklist

Church History

A. Legal Corporate Name: _____

- General Council—Date of Incorporation: ____ / ____ / ____ (Please attach documentation)
 Home Missions (District Council)—Date of Incorporation: ____ / ____ / ____ (Please attach documentation)

Does the church have their own corporation status? Yes No (If yes, please provide evidence with application)
Is the church under District supervision? Yes No (If yes, written approval from your District is required)

B. Pastor's Name: _____

Home Address

City

State

Zip

Email

Home Phone

Cell Phone

Date you became pastor of this church: ____ / ____

District with whom you are licensed/ordained: _____ Continued on next page >

LOAN APPLICATION



Church Extension Plan
PARTNERS PLUS™

C. Corporation Officers

Name of Treasurer _____ Daytime Phone _____

Address _____ City _____ State _____ Zip _____

Name of Secretary _____ Daytime Phone _____

Address _____ City _____ State _____ Zip _____

D. Average Adult Attendance last three years

	YEAR BEFORE LAST 20____	LAST YEAR 20____	CURRENT YEAR 20____
1. Main Worship Service Adult Attendance	_____	_____	_____
2. Total Number of Households	_____	_____	_____

Annual Financial Statement

Please attach the **last three years** financial statements — *or* — list below the total income and expenditures of the Church for the **last three years**.

Income	YEAR BEFORE LAST 20____	LAST YEAR 20____	CURRENT YEAR 20____
General Fund Income	\$ _____	\$ _____	\$ _____
Missions Income	\$ _____	\$ _____	\$ _____
Building Fund Income	\$ _____	\$ _____	\$ _____
Misc. or Other Income	\$ _____	\$ _____	\$ _____
<i>Total Income</i>	\$ _____	\$ _____	\$ _____
Expenditures			
Salaries (Total)	\$ _____	\$ _____	\$ _____
Utilities	\$ _____	\$ _____	\$ _____
General and Administrative	\$ _____	\$ _____	\$ _____
Other Ministries	\$ _____	\$ _____	\$ _____
Church Missions (Home and Foreign)	\$ _____	\$ _____	\$ _____
Capital Improvements	\$ _____	\$ _____	\$ _____
Loan Payments (Principal and Interest)	\$ _____	\$ _____	\$ _____
Misc. or Other	\$ _____	\$ _____	\$ _____
<i>Total Expenditures</i>	\$ _____	\$ _____	\$ _____
<i>Gain or (Loss)</i>	\$ _____	\$ _____	\$ _____

Cash on Hand to be Used Specifically for Project: \$ _____

NOTE: Loans greater than \$1.0 million require Audited Financial Statements.

Continued on next page >



LOAN APPLICATION

Purpose of Loan

Please list cost & purposes for which this loan application is made in applicable categories.

A. Construction Project — submit cost estimates (p5)

Church Sanctuary	\$ _____
Sunday School Unit	\$ _____
Remodeling (church or parsonage)	\$ _____
Parsonage	\$ _____
Other	\$ _____

Total Construction Project \$ _____

B. Refinancing — submit copy of current payoff and per diem from current lender (see page 4—Current Mortgage)

Mortgages to be paid	\$ _____
Other	\$ _____

Total Refinancing \$ _____

C. Property Purchases — submit copy of signed Purchase Agreement

Completed church building purchase	\$ _____
Completed parsonage building purchase	\$ _____
Bare Land Purchase	\$ _____
Other Property Purchases	\$ _____

Total Property Purchases \$ _____

D. Miscellaneous Projects — submit signed bids for work to be done

Remodel of Church or Parsonage	\$ _____
Parking Lot Improvement	\$ _____
Church Furnishings	\$ _____
Other (roof, etc.)	\$ _____
Purchase Modular Unit	\$ _____

Total Miscellaneous Projects \$ _____

E. Subtract Cash Applied to Project

— \$ _____

F. Total Net Requested Loan

\$ _____

G. Statement of Plan

Tell us fully and simply what you plan to do, such as the following:

1. Are you selling your old property? _____
2. Are you going to build in a new location? _____
3. Are you remodeling or adding to your present building? _____

Continued on next page >

LOAN APPLICATION



Collateral Property Information

Property No. 1

- A. Address _____
- B. County _____
- C. Use (parsonage, sanctuary) _____
- D. Attach a copy of fire/casualty insurance coverage face sheet
- E. Current Property Value \$ _____
Select all that apply: Licensed Appraisal Tax Assessment Insured Value Realtor's Opinion Sales Price
- F. Attach a copy of the legal description of the property, or write out here _____

Current Mortgage

- 1. Original Loan Date ____ / ____ / ____
- 2. Original Amount \$ _____
- 3. Terms (Time) _____ Balloon Payment Amount \$ _____
- 4. Interest Rate _____ Fixed Adjustable
- 5. Current Unpaid Balance \$ _____
- 6. Name of Creditor _____
- 7. Submit copy of current payoff and per diem from current lender
- 8. Submit copy of payment history for last full year
- 9. Status of current delinquency: Current Delinquent
- 10. Any unsecured Notes
- 11. Does the church have any liens, judgements, or pending litigation against the church corporation or its property?
 Yes No *If yes, please explain* _____

Note: If more than one property is owned, copy this page as needed and provide information on each property separately.

- 12. Does the minister/pastor or any other person in a leadership position intend to leave the church prior to the funding of this loan? Yes No
- 13. Is the church currently in default of any financial liability? Yes No
- 14. Has the church ever been in default of any financial liability? Yes No
- 15. Has the church ever issued personal notes? Yes No

If the answer to any of the previous questions is "Yes," please provide full details:

Continued on next page >



LOAN APPLICATION

5. Cost Estimates

	A. COST OF PROJECT **	B. APPLIED CASH **	C. TO BE FUNDED
000-Architecture/Engineering/Surveying	\$ _____	\$ _____	\$ _____
001-Permits	\$ _____	\$ _____	\$ _____
002-Contractor fees & Expenses	\$ _____	\$ _____	\$ _____
003-Land	\$ _____	\$ _____	\$ _____
004-Demolition	\$ _____	\$ _____	\$ _____
005-Site prep/Excavation	\$ _____	\$ _____	\$ _____
006-Foundation			
a. Footings	\$ _____	\$ _____	\$ _____
b. Stem Walls	\$ _____	\$ _____	\$ _____
c. Flatwork	\$ _____	\$ _____	\$ _____
d. _____	\$ _____	\$ _____	\$ _____
e. _____	\$ _____	\$ _____	\$ _____
f. _____	\$ _____	\$ _____	\$ _____
007-Framing (wood, masonry, steel)	\$ _____	\$ _____	\$ _____
008-Steel Build, Package	\$ _____	\$ _____	\$ _____
009-Roofing (including all flashing, gutters, downspouts)	\$ _____	\$ _____	\$ _____
010-Siding			
a. Wood	\$ _____	\$ _____	\$ _____
b. Stucco	\$ _____	\$ _____	\$ _____
c. Masonry	\$ _____	\$ _____	\$ _____
011-Exterior Doors/Windows	\$ _____	\$ _____	\$ _____
012-Electrical & Wiring			
a. Rough In	\$ _____	\$ _____	\$ _____
b. Finish	\$ _____	\$ _____	\$ _____
c. Phone	\$ _____	\$ _____	\$ _____
d. Security	\$ _____	\$ _____	\$ _____
e. Low Voltage	\$ _____	\$ _____	\$ _____
f. _____	\$ _____	\$ _____	\$ _____
g. _____	\$ _____	\$ _____	\$ _____
h. _____	\$ _____	\$ _____	\$ _____
013-Plumbing			
a. Rough In	\$ _____	\$ _____	\$ _____
b. Finish	\$ _____	\$ _____	\$ _____
c. Septic System	\$ _____	\$ _____	\$ _____
d. Gas	\$ _____	\$ _____	\$ _____
e. Water run off/Drainage	\$ _____	\$ _____	\$ _____
f. Well & Pressure System	\$ _____	\$ _____	\$ _____
g. Fire Sprinkler	\$ _____	\$ _____	\$ _____
h. Baptistry	\$ _____	\$ _____	\$ _____
i. _____	\$ _____	\$ _____	\$ _____
j. _____	\$ _____	\$ _____	\$ _____
k. _____	\$ _____	\$ _____	\$ _____
014-Heating; Ventilation; Air-Conditioning (HVAC)	\$ _____	\$ _____	\$ _____
015-Mechanical — Elevators, etc.	\$ _____	\$ _____	\$ _____
016-Insulation & Acoustic Panels	\$ _____	\$ _____	\$ _____
017-Drywall & Finish	\$ _____	\$ _____	\$ _____
018-Painting			
a. Exterior	\$ _____	\$ _____	\$ _____
b. Interior	\$ _____	\$ _____	\$ _____
Subtotals	\$ _____	\$ _____	\$ _____

Continued on next page >



LOAN APPLICATION

	A. COST OF PROJECT **	B. APPLIED CASH **	C. TO BE FUNDED
Subtotals (from p. 5)	\$ _____	\$ _____	\$ _____
019-Finish			
a. Cabinets	\$ _____	\$ _____	\$ _____
b. Trim	\$ _____	\$ _____	\$ _____
c. Interior Doors	\$ _____	\$ _____	\$ _____
d. Tile	\$ _____	\$ _____	\$ _____
e. Wall coverings	\$ _____	\$ _____	\$ _____
f. _____	\$ _____	\$ _____	\$ _____
g. _____	\$ _____	\$ _____	\$ _____
h. _____	\$ _____	\$ _____	\$ _____
020-Flooring	\$ _____	\$ _____	\$ _____
021-Permanent equip. (theatrical lights, sound, kitchen, seating, window covering)			
a. _____	\$ _____	\$ _____	\$ _____
b. _____	\$ _____	\$ _____	\$ _____
c. _____	\$ _____	\$ _____	\$ _____
022-Parking & Sidewalks (rock, paving, walks, curbing, ramps, striping)	\$ _____	\$ _____	\$ _____
023-Landscaping (plants, soil, irrigation, fencing)	\$ _____	\$ _____	\$ _____
024-Signage	\$ _____	\$ _____	\$ _____
025-Contingency	\$ _____	\$ _____	\$ _____
026-Athletic Field & Equipment	\$ _____	\$ _____	\$ _____
Totals	\$ _____	\$ _____	\$ _____
			LOAN REQUEST

** The first column should reflect the proposed budget or total cost of the project, including donations, out-of-pocket expenses and amounts to be borrowed. The second column should reflect the donated labor and supplies that might reduce the cost of the project; include in this column where available cash might be applied. The third column should show the amount of funds that will need to be withdrawn from CEP through the loan. The total for the third column must not exceed the loan amount.



CONSTRUCTION PROJECT CHECKLIST

	(For church only) DATE SENT/COMPLETED	(For CEP only) DATE RECEIVED
Blueprints stamped by engineer	_____	_____
Verification of land issues, zoning and/or environmental impact, zoning approval, conditional use permit	_____	_____
Permits	_____	_____

A. Construction Details Page

TO BE COMPLETED BY CONTRACTOR — or, if church contractor, by project supervisor.

Copy of contract between church and contractor with contractor's signature	_____	_____
Contractor's signature on Construction Details Page	_____	_____
Contractor's Tax ID # _____	_____	_____
Contractor's Bonding Agency Policy # _____	_____	_____
Contractor's proof of Workman's Comp Insurance Policy # _____	_____	_____
Contractor's Liability Insurance Policy # _____	_____	_____
Contractor's Lic. # _____ State Licensed in _____	_____	_____

IF CHURCH GENERAL CONTRACTOR — complete Section B (on back).

IF DONATED LABOR — complete Section C (on back).

Construction Time Estimates

Average permit approval time _____	_____	_____
Estimated project start date _____	_____	_____
Estimated project end date _____	_____	_____

MAPS (if used)

Contact Information _____	_____	_____
Contact Phone Number _____	_____	_____
Approval # _____	_____	_____
MAPS start date _____	_____	_____
Letter from church and scope of involvement	_____	_____

Pictures

Monthly progress report via pictures (send electronically)	_____	_____
--	-------	-------



CONSTRUCTION PROJECT CHECKLIST

B. If Church General Contractor

TO BE COMPLETED *ONLY* IF THE CHURCH IS ACTING AS ITS OWN CONTRACTOR.

1. _____
Name of Project Supervisor

_____ City State Zip
Address

_____ Cell Phone
Home Phone

2. Insurance

a. Proof of church liability insurance _____

b. Proof of church Course of Construction coverage _____

C. If Donated Labor

COPY TO BE COMPLETED FOR EACH ITEM OF DONATED LABOR AND OR MATERIALS.

1. Donated Detail

Labor type _____

Material type _____

Total value \$ _____

2. Use three digit code from Construction Details Page/Cost Estimates Page

To be credited by donation \$ _____ *

* i.e., 012e-electrical & wiring — low voltage

Use data to fill appropriate line on the Construction Details Page/Cost Estimates Page

_____ Donor Name

_____ City State Zip
Address

_____ Applicable Licence #
Phone

D. If for Remodeling/Improvements Only (*not new construction*)

'COST ESTIMATES' OF LOAN APPLICATION ARE REQUIRED

CEP Reserves the right to engage an outside independent consultant to review all permits and plans and review cost estimates submitted and status of the construction project while in progress.

Building Fund Money \$ _____