

# Loan Application

If you have any questions while filling out your form, please call our loan team at **800-821-1112** or email **financing@cepnet.com**

## 1. APPLICATION INFORMATION

Church Name \_\_\_\_\_ Pastor's Name \_\_\_\_\_ City \_\_\_\_\_

## 2. DOCUMENTS TO BE ATTACHED

**Copy of Signed Purchase Agreement** *(If purchasing property)*

**Property Evaluation**

Provide written evidence of the property value the church will be using as security for this loan.

- **Loans \$250,000 and greater:** Attach a licensed commercial appraisal. Licensed appraisals cost from \$3,000 to \$5,000, depending on the location.
- **Loans less than \$250,000:** Provide two of the following: tax assessment, documentation of the property's insured value, or a certified market analysis.

**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.

**Articles of Incorporation and Certificate of Good Standing**

A Certificate of Good Standing (also known as a Certificate of Existence or a Certificate of Authorization) is a document issued by a state official as conclusive evidence that a corporation is in existence and/or authorized to transact business in the state and that the corporation is in compliance with all state-required formalities. The Certificate of Good Standing generally sets forth the corporation's name, that it is duly incorporated or organized and authorized to transact business in the state, and that the corporation is in compliance with all state-required formalities.

**Constitution and Bylaws**

**Evidence of Fire Insurance and Building Risk Insurance** *(If applicable)*

**Other** \_\_\_\_\_

### Title Company Information

Title Company \_\_\_\_\_ Agent's Name \_\_\_\_\_

Title Company Phone \_\_\_\_\_ Title Company Email \_\_\_\_\_

Church Extension Plan will request a Preliminary Title Insurance Report (PTR, Prelim, or Title Commitment) from the title company. The PTR is prepared by a title company or a lawyer and is used to issue the title insurance policy at the completion of the loan. The PTR will identify the following: legal description of the property to be held as security, owner of the property or who has an interest in the property, and any recorded liens (mortgages, deeds, taxes, etc.) that affect the property.

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### 3. ADDITIONAL DOCUMENTS TO BE ATTACHED

- Verification of Zoning Approval and Conditional Use Permit**
- Copy of Building Permits**
- Signed copy of Contract between Church and Contractor**

### 4. CONTRACTOR INFORMATION *(To be completed by contractor—or, if the church is the contractor, by the project supervisor)*

Contractor Full Name		Company	
Contractor Mailing Address		City	State ZIP
Contractor's Tax ID Number	Contractor's License Number		State Licensed In
Contractor's Bonding Agency		Policy Number	
Contractor's Workman's Comp. Insurance Provider		Policy Number	
Contractor's Liability Insurance Provider		Policy Number	

### 5. DOCUMENTATION FOR CHURCH ACTING AS GENERAL CONTRACTOR

Project Supervisor Full Name			
Project Supervisor's Mailing Address		City	State ZIP
Phone	Cell	Email	

- Attach proof of church liability insurance
- Invoices will be required

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## 6. CONSTRUCTION TIME ESTIMATES

Average Permit Approval Time \_\_\_\_\_ Estimated Project Start Date \_\_\_\_\_ Estimated Project End Date \_\_\_\_\_

## 7. MISSION AMERICA PLACEMENT SERVICE (MAPS) *(To be completed if using MAPS)*

Contact Name \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Approval Number \_\_\_\_\_ MAPS Start Date \_\_\_\_\_

Attach letter from church and scope of involvement

## 8. COST ESTIMATES

**Cost of Project:** Budgeted total cost of each line item, including money to be borrowed, donated materials + labor, and cash on hand.

**Cash and Donated Items:** Cash, donated materials, and labor that will be applied to the line item.

**Amount to be Funded:** The amount to be withdrawn from CEP through the loan.

The final total must not exceed the total loan amount.

	Cost of Project	Cash and Donated Items	Amount to be Funded
1. <b>Architecture/Engineering/Surveying</b>	\$ _____	\$ _____	\$ _____
2. <b>Permits</b>	\$ _____	\$ _____	\$ _____
3. <b>Contractor Fees and Expenses</b>	\$ _____	\$ _____	\$ _____
4. <b>Land</b>	\$ _____	\$ _____	\$ _____
5. <b>Demolition</b>	\$ _____	\$ _____	\$ _____
6. <b>Site Prep/Excavation</b>	\$ _____	\$ _____	\$ _____
7. <b>Foundation</b>			
A. Footing	\$ _____	\$ _____	\$ _____
B. Stem Walls	\$ _____	\$ _____	\$ _____
C. Flatwork	\$ _____	\$ _____	\$ _____
D. _____	\$ _____	\$ _____	\$ _____
E. _____	\$ _____	\$ _____	\$ _____
F. _____	\$ _____	\$ _____	\$ _____
8. <b>Framing (Wood/Masonry/Steel)</b>	\$ _____	\$ _____	\$ _____
9. <b>Steel Building Package</b>	\$ _____	\$ _____	\$ _____
10. <b>Roofing (Including all flashing/gutters)</b>	\$ _____	\$ _____	\$ _____
<b>Page 3 Subtotals</b>	\$ _____	\$ _____	\$ _____

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## 8. COST ESTIMATES (Continued)

	Cost of Project	Cash and Donated Items	Amount to be Funded
<b>Page 3 Subtotals</b>	\$ _____	\$ _____	\$ _____
<b>11. Siding</b>			
A. Wood	\$ _____	\$ _____	\$ _____
B. Stucco	\$ _____	\$ _____	\$ _____
C. Masonry	\$ _____	\$ _____	\$ _____
<b>12. Exterior Doors/Windows</b>	\$ _____	\$ _____	\$ _____
<b>13. Electrical and Wiring</b>			
A. Rough In	\$ _____	\$ _____	\$ _____
B. Finish	\$ _____	\$ _____	\$ _____
C. Phone	\$ _____	\$ _____	\$ _____
D. Security	\$ _____	\$ _____	\$ _____
E. Low Voltage	\$ _____	\$ _____	\$ _____
F. _____	\$ _____	\$ _____	\$ _____
G. _____	\$ _____	\$ _____	\$ _____
H. _____	\$ _____	\$ _____	\$ _____
<b>14. Plumbing</b>			
A. Rough In	\$ _____	\$ _____	\$ _____
B. Finish	\$ _____	\$ _____	\$ _____
C. Septic System	\$ _____	\$ _____	\$ _____
D. Gas	\$ _____	\$ _____	\$ _____
E. Water Runoff/Drainage	\$ _____	\$ _____	\$ _____
F. Well and Pressure System	\$ _____	\$ _____	\$ _____
G. Fire Sprinkler	\$ _____	\$ _____	\$ _____
H. Baptistry	\$ _____	\$ _____	\$ _____
I. _____	\$ _____	\$ _____	\$ _____
J. _____	\$ _____	\$ _____	\$ _____
K. _____	\$ _____	\$ _____	\$ _____
<b>15. Heating/Ventilation/HVAC</b>	\$ _____	\$ _____	\$ _____
<b>Page 4 Subtotals</b>	\$ _____	\$ _____	\$ _____

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## 8. COST ESTIMATES *(Continued)*

	Cost of Project	Cash and Donated Items	Amount to be Funded
<b>Page 4 Subtotals</b>	\$ _____	\$ _____	\$ _____
<b>16. Mechanical Elevators, Etc.</b>	\$ _____	\$ _____	\$ _____
<b>17. Insulation and Acoustic Panels</b>	\$ _____	\$ _____	\$ _____
<b>18. Drywall and Finish</b>	\$ _____	\$ _____	\$ _____
<b>19. Painting</b>			
A. Exterior	\$ _____	\$ _____	\$ _____
B. Interior	\$ _____	\$ _____	\$ _____
<b>20. Finish</b>			
A. Cabinets	\$ _____	\$ _____	\$ _____
B. Trim	\$ _____	\$ _____	\$ _____
C. Interior Doors	\$ _____	\$ _____	\$ _____
D. Tile	\$ _____	\$ _____	\$ _____
E. Wall Coverings	\$ _____	\$ _____	\$ _____
F. _____	\$ _____	\$ _____	\$ _____
G. _____	\$ _____	\$ _____	\$ _____
H. _____	\$ _____	\$ _____	\$ _____
<b>21. Flooring</b>	\$ _____	\$ _____	\$ _____
<b>22. Permanent Equipment</b>			
A. Lights	\$ _____	\$ _____	\$ _____
B. Sound	\$ _____	\$ _____	\$ _____
C. Chairs	\$ _____	\$ _____	\$ _____
D. Kitchen	\$ _____	\$ _____	\$ _____
E. _____	\$ _____	\$ _____	\$ _____
F. _____	\$ _____	\$ _____	\$ _____
G. _____	\$ _____	\$ _____	\$ _____
<b>23. Parking/Sidewalks/Paths/Curbs/Etc.</b>	\$ _____	\$ _____	\$ _____
<b>24. Landscaping</b> <i>(Plants, soil, irrigation, fences, etc.)</i>	\$ _____	\$ _____	\$ _____
<b>Page 5 Subtotals</b>	\$ _____	\$ _____	\$ _____

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## 8. COST ESTIMATES *(Continued)*

	<b>Cost of Project</b>	<b>Cash and Donated Items</b>	<b>Amount to be Funded</b>
<b>Page 5 Subtotals</b>	\$ _____	\$ _____	\$ _____
<b>25. Signage</b>	\$ _____	\$ _____	\$ _____
<b>26. 10% Contingency</b>	\$ _____	\$ _____	\$ _____
<b>27. Coffee Shop/Café</b>	\$ _____	\$ _____	\$ _____
<b>28. Athletic Field and Equipment</b>	\$ _____	\$ _____	\$ _____
<b>29. Miscellaneous/Other</b>			
A. _____	\$ _____	\$ _____	\$ _____
B. _____	\$ _____	\$ _____	\$ _____
C. _____	\$ _____	\$ _____	\$ _____
D. _____	\$ _____	\$ _____	\$ _____
E. _____	\$ _____	\$ _____	\$ _____
F. _____	\$ _____	\$ _____	\$ _____
G. _____	\$ _____	\$ _____	\$ _____
H. _____	\$ _____	\$ _____	\$ _____
<b>Totals</b>	<b>Total Cost of Project</b>	<b>Total Cash and Donated Items</b>	<b>Total Amount to be Funded</b>
	\$ _____	\$ _____	\$ _____

## 9. SUBMITTING YOUR FORM

Send your completed form, with all required attachments, to Church Extension Plan in one of the following ways:

**By Mail:**

Church Extension Plan  
 Attn: Loans  
 PO Box 12629  
 Salem, OR 97309

**By Fax:**

503-581-3237

**By Email:**

Send a scanned PDF (or similar format) to:  
 financing@cepnet.com