

INFORMATION FOR LOAN SUBMISSION

(IF MORE SPACE IS REQUIRED ATTACH ADDITIONAL PAGES)

1. Church or non-profit name:

2. Address:

Street Address _____

City _____ State _____ Zip _____

Mailing Address _____

City _____ State _____ Zip _____

Years at present location _____ Seating capacity of present location _____

Number of weekly worship services _____ Offerings are collected _____

3. Telephone:

Applicant _____/_____ FAX _____/_____

E-mail address _____

4. Person Making Application:

Your Name _____

Your Position _____ Day Phone _____/_____

Night Phone _____/_____ Your E-Mail _____

Your FAX _____/_____ Cell Phone _____/_____

5. Pastor:

Name _____

Home Phone _____/_____ Cell Phone _____

Years with Congregation _____ Age _____ Years Ordained _____

Other Clergy: _____ Position _____
_____ Position _____

6. Other Officials:

Name _____ Position _____

Name _____ Position _____

Name _____ Position _____

What committee is in charge of financial related affairs:

What committee(s) is in charge of other decisions:

What is the length of service for persons involved in decision making functions:

7. We Need To:

Target Date:

Build _____

Immediately _____

Remodel _____

6 Months _____

Refinance _____

1 Year _____

Expand _____

More Than 1 Year _____

Buy Property _____

Other _____

8. To Accomplish Our Goal We Will Need:

\$_____ (If UNKNOWN give your best estimate)

9. Organizational Information:

Incorporated (Yes) _____ (No) _____ Tax I.D. Number _____

Date of Incorporation ____/____/____ State of Incorporation _____

Denomination _____

How far to the nearest church _____ Associated church _____

Local or Regional Denomination Overseer:

Name _____ Position _____

Address: _____

City _____ State _____ Zip _____

Phone ____/____/____ FAX ____/____/____ Pager _____

Name Of Previous Pastor _____

Number Of Years Previous Pastor Served Congregation _____

Attorney :

Name _____

Address _____

City _____ State _____ Zip _____

Phone ____/____/____ FAX ____/____/____

CPA/Accountant/Bookkeeper:

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____/_____ FAX _____/_____

10. Church Demographics:

(Report Full 12 Months Here/Fraction Of Year Below)

	<u>2004*</u>	<u>2003</u>	<u>2002</u>	<u>2001</u>
Members	_____	_____	_____	_____
Average # At Worship	_____	_____	_____	_____
Average Sunday School	_____	_____	_____	_____
Number Of Giving Units	_____	_____	_____	_____

*This Calendar Year Beginning January 1, 2004 To ____/____, 2004

Number of Giving Units (A giving unit is any person making a regular contribution except in the case of families where all related givers - living together as a unit - are considered as one giving unit. Most congregations have givers who make cash contributions and their names may not be known. You should estimate the number of such givers and include them as giving units.)

Average number at worship (This number should include only adult attendance and only the primary weekly worship service. Please eliminate any duplication for adult attendance at multiple services.

Number of Members Under 18 ____ 18-30 ____ 31-60 ____ 61+ ____

Date membership last purged ____/____/____

11. Church Property Information:

When did you acquire your present site? ____/____/____

What was the cost? \$_____

Number of acres _____ How Many Buildings _____ Square Footage _____

Number of parking spaces _____ Is parking paved ____ (yes) ____ (no)

Describe any additions or renovations completed since the original date of

Acquisition and the cost thereof. _____

Appraised value by County Property Appraiser \$_____

Has the property been independently appraised? ____ (yes) ____ (no)

If yes, date of appraisal ____/____/____ by _____

Include copy of the appraisal with this form

Date of last survey ____/____/____ by _____

Include copy of survey with this form

Do you have owner's title insurance? ____ (yes) ____ (no)

If yes, date of policy ____/____/____ Policy Number _____

Name of Title Company _____

Include copy of Title Policy with this form

Name of Insurance Agent _____

12. Banking Relationships:

Who Do You Bank With? _____

Average Monthly Balances \$_____ How Many Accounts _____

Include copies of bank statements for each account for the past three months

13. Other Depository Relationships:

Name of institution or fund _____

Average Monthly Balances \$ _____ How many accounts _____
Include copies of statements for each account of the past three months

14. Church Debt:

	Debt #1	Debt #2	Debt #3
Type of loan (mortgage, vehicle, etc.)	_____	_____	_____
Original amount	\$ _____	\$ _____	\$ _____
Original date	_____	_____	_____
Present balance	\$ _____	\$ _____	\$ _____
Interest rate (F fixed/V variable)	_____ %	_____ %	_____ %
Term/Maturity	_____	_____	_____
Monthly payment	\$ _____	\$ _____	\$ _____

List name, address, phone number, collateral and loan purpose for:

Debt #1 _____

Debt #2 _____

Debt #3 _____

Attach list additional debt on separate sheet.

15. Project Information:

Provide A Description Of The Current Project

Name, Address, Telephone, And Fax Number

Realtor _____

Architect _____

Contractor _____

Anticipated Start Date _____ Anticipated Completion _____

16. Fund Raising Campaign:

Name of Campaign _____

Date Campaign Began ____/____/____ Date Of Completion ____/____/____

Goal \$_____ Pledged \$_____ Collected To Date \$_____

Amount of pledged money on hand \$_____ Number of pledges _____

Pledged amounts	\$ 0	\$ 499	_____
	500	999	_____
	1,000	2,499	_____
	2,500	4,999	_____
	5,000	7,499	_____
	7,500	9,999	_____
	10,000 Plus		_____

Attach a separate schedule of the 15 largest donors, identify by initials, city of residence and profession.

Do You Use A Professional Fund-raiser? _____ (yes) _____ (no)

Describe previous fund raising efforts including date began and ended, dollar goal, amount raised, and purpose _____

At the conclusion of present campaign will you initiate another drive
____ Yes ____ No

If yes, please describe including beginning and ending date, dollar goal and purpose:

Please include copies of printed materials used in all your fund raising efforts.

17. Rental/leased Worship Space:

Do you presently lease space No ___ Yes ___

If yes, where do you meet? Name of space _____

Address _____

Date of lease or rental agreement _____ Monthly rent \$ _____

Expiration of lease/agreement _____ Monthly set-up cost \$ _____

Monthly janitorial cost \$ _____

All other costs attributed to the leased/rented space:

RETURN TO:

Bill R. Brown
7744 SE Needle Palm Circle
Hobe Sound, FL 33455

Primary Phone (772)219-8639
Mobile (561)389-2263
Office of Compass Commercial Mortgage (561)626-3511
FAX (561)624-9988
E-Mail bill2go@aol.com

Loan Application Forms and Instructions

1. Please carefully review the following forms attached hereto:
Information for Loan Submission
Certification of Financial Statements
Environmental Questionnaire
2. Please complete all blanks and answer all questions contained in the Information for Loan Submission. If any question or blank is not appropriate place **N/A** in that space.
3. If any information requested is not readily available please indicate **NRA** but also give an estimate and so indicate by **E**.
4. Financial statements for the last most current three (3) years is mandatory as well as an interim statement for this current year for the month ending not over 60 days from date of application submission. Financial statements must include a detailed Balance Sheet and Income/Expense Statement and any supporting exhibits for each period requested. The statements should reflect all church income (i.e., general funds [tithes and offerings], building funds, debt reduction contributions, missions, rental, interest, school, etc.) and all expenses. In the event any operations are separately incorporated, similar financial information will need to be provided for those entities.
5. A complete and accurate listing of all debts of the church are required no matter how small. Church members may have loaned money to church with the understanding that repayment has no maturity or periodic payments are not required. Be certain to include this debt. If members have canceled such gifts be sure to obtain a letter of satisfaction.
6. Make five (5) copies of the enclosed Certification of Financial Statements (sign them in the appropriate place) in order that one is available to each bank that receives a loan request package.
7. If you are requesting a construction or additions loan it is important that you have plans and specifications revealing item by item the cost of completion.
8. Church officials who will execute loan papers and documents with the chosen lenders must be the same ones who execute the forms we have enclosed.
9. If the church is a member of a denomination please submit a statement how the body is structured, explain the legal tie with the local church and a statement of contributions to the body for the past three years and year to date.
10. Provide on a separate schedule the church's top 15 donors for the year 2003 and identify by initials, city of residence and the dollar amount given.

11. Attach a brief description of the church's present land and improvements (buildings) and general details of the contemplated project (if applicable) including target dates, anticipated costs, and the means of funding the project. In addition to direct construction costs, be sure to indicate any items which the church may have already paid (such as land and architectural fees). Indirect costs (such as furniture, equipment, and landscaping) should also be included. Such information should also include the following items:
 - Seating capacity of present sanctuary and number of services.
 - Seating capacity of new sanctuary (if applicable).
 - Approximate size (square feet) of current facility (all buildings).
 - Estimated value of existing facility or current certificate of insurance indicating insured values of each facility.
12. A brief narrative history of the church and, if applicable, similar history for any school or any other ministry owned and/or operated by the church.
13. Include a brief resume of each pastor, business administrator and financial employee.
14. If the church has bond indebtedness, please provide a copy of the prospectus for each outstanding bond issue.
15. Copy of 2004 operating budget and estimated budget for 2005.
16. If available, provide copy of latest property appraisal and copy of latest county tax assessors valuation for all property owned.
17. If applicable, a copy of the architect and contractors contract.
18. Copy of church, school or other church owned ministries Articles of Incorporation and by-laws, and any subsequent amendments. Provide 501.c(3) documentation for the church and other ministry owned and/or operated by the church.

Our experience in working with banks indicates that they move faster when they receive a complete package and therefore have few questions to ask. We know that they prefer Compiled Financial Statements completed by a CPA. Also, banks generally do not grant loans to congregations of less than 100 members. In addition they prefer a mortgage loan not to exceed 75% of the appraised value. Photos and renderings of new construction is helpful to the presentation. If you have not already received completed plans and specifications, or have not selected a contractor, do not possess line item costs, and have not received required permits, then please move quickly and with urgency to obtain these items.