

# CHURCH LOANS & INVESTMENTS TRUST<sup>®</sup>

*A Real Estate Investment Trust*

*Traditional Church Financing Since 1959*



## Mortgage Loan Application



### CHURCH LOANS CONTACTS

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**IMPORTANT: Fill in every blank on every page. If not applicable, put "N/A".**

**Legal Name of Church** \_\_\_\_\_

**Church Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **ST** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Church Physical Address** \_\_\_\_\_

**City** \_\_\_\_\_ **ST** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Overnight Delivery Address** \_\_\_\_\_

**City** \_\_\_\_\_ **ST** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Church Phone Number** \_\_\_\_\_

**Church Fax Number:** \_\_\_\_\_

**Church Email Address** \_\_\_\_\_

**Church Federal Tax ID #** \_\_\_\_\_

**Church Contact Person** \_\_\_\_\_

**Church Website** \_\_\_\_\_

**Contact Phone Number** \_\_\_\_\_

**Contact Fax Number** \_\_\_\_\_

## I. CHURCH FINANCING NEEDS

Loan Amount Requested \$ \_\_\_\_\_  
Church Funds Already Spent on Project \$ \_\_\_\_\_  
Remaining Church Funds Available for Project \$ \_\_\_\_\_

### A) TYPE OF FINANCING NEEDED

1. \_\_\_\_\_ Interim Financing (One Year or Less – i.e. Construction / Renovation / Bond Interim)
2. \_\_\_\_\_ Permanent Financing (More Than One Year)
3. \_\_\_\_\_ Both (Construction / Renovation to Permanent Financing)

### B) PERMANENT FINANCING INTEREST RATE OPTIONS

1. \_\_\_\_\_ WSJ Prime + 1.0%, Adjusted Annually with a Per Annum Rate Adjustment Cap of 2.0%
2. \_\_\_\_\_ WSJ Prime + 2.0%, Adjusted Every Three Years with a Per Period Rate Adjustment Cap of 3.0%
3. \_\_\_\_\_ Undecided

\* WSJ Prime = Wall Street Journal Prime Lending Rate

### C) PERMANENT FINANCING NOTE TERM OPTIONS

1. \_\_\_\_\_ Fifteen Year Fully Amortizing Note
2. \_\_\_\_\_ Twenty Year Fully Amortizing Note
3. \_\_\_\_\_ Other: \_\_\_\_\_
4. \_\_\_\_\_ Undecided

## II. CHURCH PROJECT

### A) PURPOSE OF LOAN (CHECK ALL THAT APPLY)

1. \_\_\_\_\_ Refinance Existing Church Debt
2. \_\_\_\_\_ Purchase Raw Land
3. \_\_\_\_\_ Purchase New Church Facility
4. \_\_\_\_\_ New Construction or Renovation at Present Location
5. \_\_\_\_\_ New Construction or Renovation at New Church Location

### B) SPECIFIC USE OF FUNDS STATEMENT

Refinance Existing Church Debt	(+)	\$ _____
PLUS: Purchase Land and/or Existing Improvements	(+)	\$ _____
PLUS: Cost of New Construction and/or Renovations	(+)	\$ _____
PLUS: Other	(+)	\$ _____
LESS: Church Funds Available for Project	(-)	\$ _____
TOTAL LOAN AMOUNT REQUESTED	(=) *	\$ _____

\* (Must equal Amount Requested at top of page.)



**C) FUND RAISING EFFORTS**

Are you / will you be involved in a special fund raising campaign for this project? Yes \_\_\_\_ No \_\_\_\_  
If "Yes", what is / was the start date? \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
If "Yes", what is the length of the campaign? \_\_\_\_\_  
If "Yes", what is the pledged amount to date? \$ \_\_\_\_\_  
If "Yes", were any pledges over \$25,000 \_\_\_\_ \$50,000 \_\_\_\_ \$100,000 \_\_\_\_  
Did you use a professional fundraiser? Yes \_\_\_\_ No \_\_\_\_  
If "Yes", whom? \_\_\_\_\_

**D) REFINANCE EXISTING CHURCH DEBT**  
(COMPLETE IF YOU CHECKED A.1 ABOVE)

Check All That Apply

- \_\_\_\_\_ Refinance Mortgage Loan(s)
- \_\_\_\_\_ Refinance Bond Issue(s)
- \_\_\_\_\_ Refinance Unsecured Loan(s)
- \_\_\_\_\_ Refinance Personal Note(s)
- \_\_\_\_\_ Other, Please Describe at Right:

Please Give Details Below for Any Refinance Boxes Checked Above:

**E) PURCHASE RAW LAND AND/OR NEW CHURCH FACILITY**  
(COMPLETE IF YOU CHECKED A.2 OR A.3 ABOVE)

Please Give a Brief Description Below of the Property to Be Purchased and the Price to Be Paid:

Check All That Apply

- \_\_\_\_\_ Purchase Raw Land Only
- \_\_\_\_\_ Purchase Land and Existing Facilities
- \_\_\_\_\_ Other, Please Describe at Right:



Have you entered into a purchase contract? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If "Yes", please include an executed copy.)

Purchase Price (+) (\$) \_\_\_\_\_  
Down Payment or Escrow Deposit (-) (\$) \_\_\_\_\_  
Balance Due (=) (\$) \_\_\_\_\_  
Projected Closing Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**F) NEW CONSTRUCTION AND/OR RENOVATION**  
(COMPLETE IF YOU CHECKED A.4 OR A.5 ABOVE)

Please Give a Brief Description Below of Your Building / Remodeling Plans Including Amount Already Spent:

New Construction Physical Location	Address _____
	City _____ ST _____ Zip _____

Approximate Distance from Existing Worship Facility: \_\_\_\_\_

Yes	No	
_____	_____	Has construction / remodeling begun?
_____	_____	Does the church have a fixed price or guaranteed maximum contract?
_____	_____	Is a builder's risk insurance policy in place or required?
_____	_____	Is a builder's performance bond in place or required?
_____	_____	Is there any affiliation between the church or its members and any building contractor or supplier who has an interest in or may receive any of the loan proceeds?

If "Yes" to Any Question Above, Please Give Details Below:

Are the current church facilities to be sold? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", Then what is the Sales Price (\$)  
Is this price a \_\_\_\_\_ Listing Price or a  
Contract Sales Price



Projected Closing Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Projected Church Equity: \$ \_\_\_\_\_

If "No", then what is the plan for your present facilities?

### III. CHURCH ORGANIZATION

When was the church organized / founded? \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Is the church incorporated?      Yes \_\_\_\_      No \_\_\_\_

If "Yes", When? \_\_\_\_ / \_\_\_\_ / \_\_\_\_      What State? \_\_\_\_

Is the church affiliated with any local, state, or national denomination?      Yes \_\_\_\_      No \_\_\_\_

If "Yes", please provide the name and address of each below:

Who manages and controls the church, as a corporate entity?

\_\_\_\_\_ Board of Trustees

\_\_\_\_\_ Elders

\_\_\_\_\_ Other: \_\_\_\_\_

Are major transactions presented to the congregation for approval?      Yes \_\_\_\_      No \_\_\_\_

If "No", how are major transactions approved?

***On a separate sheet, please include a brief, but detailed Church History. The summary should include: history since organization, name changes, address and date of property acquisition, etc. If needed, please see the "Sample Church History" on our web site at the following address:***

<http://www.churchloans.com/Misc%20Docs/SampleChurchHistoryAndBiography.pdf>



## IV. CHURCH MEMBERSHIP PROFILE

	YEAR	TOTAL MEMBERSHIP	NUMBER OF CONTRIBUTING FAMILY UNITS	AVERAGE MORNING CHURCH ATTENDANCE	AVERAGE SUNDAY SCHOOL ATTENDANCE	AVERAGE WEEKLY OFFERINGS
CURRENT YEAR-TO-DATE						\$
1ST PREVIOUS						\$
2ND PREVIOUS						\$
3RD PREVIOUS						\$

Please Provide the Percentage (%) of Your Present Congregation in Each of the Following Age Groups:

0 – 18 YEARS	19 – 30 YEARS	31 – 65 YEARS	OVER 65 YEARS	TOTAL
(%)	(%)	(%)	(%)	= 100 (%)

How many scheduled worship services does the church have each week? \_\_\_\_\_

	SCHEDULED SERVICE TIME	TRADITIONAL	CONTEMPORARY
Sunday Morning			
Sunday Evening			
Midweek			
Other:			
Other:			

## V. SENIOR MINISTER / PASTOR / ADMINISTRATOR

Name: \_\_\_\_\_ Title / Position: \_\_\_\_\_

Please Check the Appropriate Designation(s):

Reverend,  Doctor,  Pastor,  Minister,  Mister, Other \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Birth Place: City: \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Marital Status: \_\_\_\_\_ Number of Children: \_\_\_\_\_

Years in Current Position: \_\_\_\_\_ Years in Ministry: \_\_\_\_\_ Are Duties Full Time? Yes \_\_\_\_\_ No \_\_\_\_\_



Please List Previous Churches Served (current to oldest) and Capacity (Pulpit, Education, Youth, etc.):

NAME OF CHURCH	CITY	ST	YEARS			TITLE / CAPACITY
			TO	Current		
e.g. First ABC Church	Amarillo	TX	5/2000	TO	Current	Sr. Pastor
				TO		
				TO		
				TO		
				TO		

Please List Educational Background, Colleges Attended, and Degrees Obtained:

SCHOOL / COLLEGE / UNIVERSITY	CITY	ST	YEARS			DEGREE OR DESIGNATION
			TO			
e.g. First University	Dallas	TX	08/1996	TO	05/2000	Assoc. Business
				TO		
				TO		
				TO		
				TO		

***On a separate sheet, please include a brief, but detailed Biographical History of the Senior Minister / Pastor / Administrator. If needed, please see the "Sample Biographical History" on our web site at the following address:***

<http://www.churchloans.com/Misc%20Docs/SampleChurchHistoryAndBiography.pdf>

## VI. CURRENT CHURCH FACILITIES

### A) FACILITY OWNERSHIP

Do you RENT your current church facilities? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", please include a copy of your rental or lease agreement.

Name of Lessor: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

Lessor Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Do you OWN your current church facilities? Yes \_\_\_\_\_ No \_\_\_\_\_ Date Acquired: \_\_\_\_/\_\_\_\_/\_\_\_\_

If "YES", do you owe any mortgage(s) against the property? Yes \_\_\_\_\_ No \_\_\_\_\_

If "YES", please describe each one below under section VIII. Credit Information, A. Existing Mortgage Loans.

Date of Last Church Property(s) Appraisal: \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of Appraisal: \_\_\_\_\_

Name of Appraiser: \_\_\_\_\_ Phone: \_\_\_\_\_

Appraised Market Value: \$ \_\_\_\_\_

***If available, please provide a copy of this appraisal with your application.***



**B) DESCRIPTION OF CURRENT CHURCH FACILITIES (RENTED OR OWNED)**

Property Size (Lot Acreage or Square Feet): \_\_\_\_\_

Total Building(s) Size (Square Feet): \_\_\_\_\_

CURRENT CHURCH FACILITY	YEAR BUILT	SEATING CAPACITY	SQUARE FEET	ORIGINAL COST (ESTIMATE IF UNKNOWN)	EXTERIOR (I.E. BRICK, STUCCO, WOOD, ETC.)
AUDITORIUM / SANCTUARY				\$	
CHAPEL				\$	
FELLOWSHIP HALL				\$	
EDUCATION BUILDING				\$	
DAY CARE				\$	
GYMNASIUM				\$	
PARSONAGE		N/A		\$	

Number of Offices: \_\_\_\_\_ Number of Classrooms: \_\_\_\_\_ Number of Paved Parking Spaces: \_\_\_\_\_

**VII. CREDIT INFORMATION**

**A) EXISTING MORTGAGE LOANS**

Name of Lender: \_\_\_\_\_ Loan Officer: \_\_\_\_\_  
 Lender Address: \_\_\_\_\_  
 City: \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Phone: \_\_\_\_\_  
 Loan #: \_\_\_\_\_ Origination Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Interest Rate: \_\_\_\_\_ %  
 Original Loan Amount: \$ \_\_\_\_\_  
 Current Balance: \$ \_\_\_\_\_ Payment: \$ \_\_\_\_\_  
 Collateral: \_\_\_\_\_

**B) OTHER EXISTING MORTGAGE LOANS**

Name of Lender: \_\_\_\_\_ Loan Officer: \_\_\_\_\_  
 Lender Address: \_\_\_\_\_  
 City: \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Phone: \_\_\_\_\_  
 Loan #: \_\_\_\_\_ Origination Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Interest Rate: \_\_\_\_\_ %  
 Original Loan Amount: \$ \_\_\_\_\_  
 Current Balance: \$ \_\_\_\_\_ Payment: \$ \_\_\_\_\_  
 Collateral: \_\_\_\_\_



### C) OTHER EXISTING CREDIT

Name of Lender: \_\_\_\_\_ Loan Officer: \_\_\_\_\_  
Lender Address: \_\_\_\_\_  
City: \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Phone: \_\_\_\_\_  
Loan #: \_\_\_\_\_ Origination Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Interest Rate: \_\_\_\_%  
Original Loan Amount: \$ \_\_\_\_\_  
Current Balance: \$ \_\_\_\_\_ Payment: \$ \_\_\_\_\_  
Collateral: \_\_\_\_\_

**If additional space is required for listing Existing Mortgage Loans  
or Other Existing Credit, copy this page as needed.**

## VIII. GENERAL CHURCH INFORMATION

<u>Yes</u>	<u>No</u>	
___	___	Has the church employed an architect?
___	___	Has the church entered into any contracts or agreements with any investment advisor, consultant, etc.?
___	___	Is the church involved in any litigation currently or aware of any potential future litigation?
___	___	Has the church been involved in any litigation in the past ten (10) years?
___	___	Are there any contracts that, if terminated, would materially affect the income of the church?
___	___	Does the minister/pastor or any other person in a leadership position intend to leave the church prior to the anticipated funding of this loan request?
___	___	Has any governing member of the church or church leadership ever been convicted of any criminal offense, felony or misdemeanor other than a traffic violation during the past ten (10) years?
___	___	Is the church currently in default of any financial liability?
___	___	Has the church ever been in default of any financial liability?
___	___	Has the church ever filed bankruptcy?
___	___	Has the church ever issued personal notes?
___	___	Is the church delinquent in paying Payroll taxes to the Internal Revenue Service?
___	___	Is the corporate structure of the church anything other than a 501(c) 3?

***If the answer to any of the previous questions is "YES",  
please provide full details below or use a separate sheet if needed***



## IX. ADDITIONAL REQUIRED INFORMATION

The following information is required and should be returned with the loan application. Please indicate whether each item is "Enclosed", "Not Enclosed" or "Not Applicable". If you are unable to include an applicable item, please provide an explanation for its absence below.

<u>Enclosed</u>	<u>Not Enclosed</u>	<u>Not Applicable</u>	
___	___	___	Church History
___	___	___	Biographical History for Senior Minister / Pastor / Administrator
___	___	___	Balance Sheet and Income Statement for Current Year-to-Date
___	___	___	Balance Sheet and Income Statement for Previous Three (3) Full Years
___	___	___	Copy of Last Appraisal of Church Property(s)
___	___	___	Photographs of Church Property(s)
___	___	___	Copy of Rental or Lease Agreement <i>(If Applicable)</i>
___	___	___	Copy of Payment History for Existing Mortgage Loan(s) <i>(If Applicable)</i>
___	___	___	Copy of Fixed Price Construction Contract <i>(If Applicable, Renovation / Construction)</i>
___	___	___	Copy of Purchase Contract <i>(If Applicable, Raw Land / Existing Improvements)</i>
___	___	___	Copy of Signed Broker Agreement <i>(If Applicable)</i>

***Please comment below on any applicable item marked "Not Enclosed" above or use a separate sheet if needed.***

***If you have any other information that might be helpful or any comments, please write them in the following box.***



## X. MEMBERSHIP GIVING

**PLEASE LIST THE TOP TEN DONORS BELOW:**

FOR YEAR ENDED: \_\_\_\_/\_\_\_\_/\_\_\_\_

### TOP ANNUAL DONORS

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$



## XI. ACKNOWLEDGEMENT

I (We) prepared this application and supplemental information and certify that: (1) all questions have been completed, reviewed and approved; (2) all the statements in this application and supplemental documents are true and correct to the best of my (our) knowledge and belief; (3) and I (we) will promptly notify Church Loans & Investments Trust if I (we) become aware of information that would alter the answers provided herein.

*Church Name:* \_\_\_\_\_

*Signed:* \_\_\_\_\_ *Dated:* \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Printed Name:* \_\_\_\_\_ *Title:* \_\_\_\_\_

*Signed:* \_\_\_\_\_ *Dated:* \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Printed Name:* \_\_\_\_\_ *Title:* \_\_\_\_\_

### Submittal Instructions

**Please submit this application via email to one of the contacts below. Please send to only ONE of the loan officers. Additional information may be attached to the email. If email is unavailable, the application may be sent by the US Postal Service or by overnight delivery.**

### IMPORTANT

**This page (Page 12), the "ACKNOWLEDGEMENT" page, must be printed and signed and then mailed or faxed to us. This application will not be considered until this page is received.**

MAILING ADDRESS	CONTACTS	OVERNIGHT DELIVERY
<b>Church Loans &amp; Investments Trust</b> Attn: Loan Review Department 5305 W Interstate 40 Amarillo, Texas 79106-4759  (806) 358-3666 (800) 692-1111	Don F. Glenn <a href="mailto:dglenn@churchloans.com">dglenn@churchloans.com</a>  Scott C. Nickson <a href="mailto:snickson@churchloans.com">snickson@churchloans.com</a>	<b>Church Loans &amp; Investments Trust</b> Attn: Loan Review Department 5305 West Interstate 40 Amarillo, Texas 79106-4759  Fax: (806) 358-1430 <a href="http://www.churchloans.com">www.churchloans.com</a>

