



Board of Church Extension of Disciples of Christ, Inc.  
 P.O. Box 7030 • Indianapolis, IN 46207  
 1-800-274-1883 • Fax (317) 635-6534

Interest Rate  
 Expires 30 Days  
 From Date on  
 Application Letter

**MORTGAGE LOAN APPLICATION FORM**

Date \_\_\_\_\_

**Proposed Loan Amount** \$ \_\_\_\_\_

**Purpose**

Describe purpose of loan \_\_\_\_\_

**Borrower Information**

Legal Name \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address \_\_\_\_\_ Telephone Number (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Regional Affiliation \_\_\_\_\_ Date Organized \_\_\_\_\_ Date Incorporated \_\_\_\_\_

Name of Pastor(s) \_\_\_\_\_ Tenure \_\_\_\_\_

\_\_\_\_\_ Tenure \_\_\_\_\_

Number of Giving Units \_\_\_\_\_

	Two Years Ago (____)	Last Complete Year (____)	Current YTD (____)
<b>Membership</b>			
Participating Members	_____	_____	_____
Total Members	_____	_____	_____
Total Additions to Membership	_____	_____	_____

	Two Years Ago (____)	Last Complete Year (____)	Current YTD (____)
<b>Average Attendance</b>			
Weekly Worship Service(s)	_____	_____	_____
Sunday School	_____	_____	_____
Church-Run Daycare/ Preschool Enrollment	_____	_____	_____

	1 Year (____)	2 Years (____)	3 Years (____)
<b>Projected Growth</b>			
Participating Members	_____	_____	_____
Worship Attendance	_____	_____	_____

Please describe how the projected growth was determined \_\_\_\_\_

### Current Financial Information

If you haven't already, please enclose a copy of your most recent detailed balance sheet (Statement of Position) and income and expense (Statement of Activities), as well as the prior three year-ends. Please include separate statements for church daycare or school, if appropriate. In addition, please provide statements related to your investment and loan accounts, other than with Church Extension. If the Region or sponsoring unit is assisting with this loan, we also need their financials, as stated above.

### Other Indebtedness

To Whom Owed	Purpose	Current Balance	Monthly Payments
1. _____	_____	\$ _____	\$ _____
2. _____	_____	\$ _____	\$ _____

Source of payments for above captioned indebtedness; please specify to whom owed next to source:

- Operating Budget
- Capital Campaign Receipts
- Annual Fundraising
- Rental Income
- Daycare Income
- Other (Please describe) \_\_\_\_\_

### Source of New Loan Repayment

- Operating Budget
- Capital Campaign:
  - Campaign Goal \$ \_\_\_\_\_ # of Pledges \_\_\_\_\_
  - Total Amount Pledged \$ \_\_\_\_\_ Pledges Received to Date \$ \_\_\_\_\_
  - One-time/non-repeatable Gifts in Above Total \$ \_\_\_\_\_
  - Pledge Payment Period from \_\_\_\_\_ to \_\_\_\_\_
- Annual Fundraising (please attach details on events for this year and prior three years)
- Rental Income
- Daycare Income
- Other (Please describe) \_\_\_\_\_

**Contact Person**

Name \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Office Phone ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Fax ( ) \_\_\_\_\_

**Title Company (or Attorney) Through Whom the Loan Will be Closed**

Please check if you want to use:

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

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Please check if you want to use U.S. Guaranty Title Company

**Required—Authorized person(s) who will be signing documents for this loan:**

**Church or Other Beneficiary of Proposed Loan**

Signature	Printed Name	Title/Term Expiration
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Region or Other Sponsoring Unit (If Applicable)**

Signature	Printed Name	Title/Term Expiration
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# Required

Provide below a narrative statement that describes results/outcomes anticipated or made possible by this loan, including how the project funded by this loan fits into the mission of your congregation. You may attach additional pages, photographs, or any other items that assist with this description.

## Architect's Certificate of Compliance and Estimate of Cost

(To be filled in only where construction project is involved)

Date \_\_\_\_\_

This is to certify that I have completed the construction drawings for the above church and that the design, plans and specifications comply with all applicable state, public health and safety regulations. The estimated costs in connection herewith are:

Construction \$ \_\_\_\_\_

Architect's fees \$ \_\_\_\_\_

Furnishings \$ \_\_\_\_\_

Other items \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

\_\_\_\_\_  
(Architect's Signature)

\_\_\_\_\_  
(Registered State)

\_\_\_\_\_  
(Registration No.)

**Project Cost Information (complete all applicable lines)**

Cost of Project:

General Contract	\$ _____	
HVAC Contract	_____	
Electrical Contract	_____	
Plumbing Contract	_____	
Contingencies (10% minimum recommended on all construction projects, including "guaranteed maximum" contract)	_____	
Other	_____	
1 Total of Contract(s)	\$ _____	
2 Cost of Furnishings (organ, pews, etc.)	_____	
3 Cost of Land/Property Purchase	_____	
4 Site Improvements (parking, landscaping, curbs, sewer/utilities)	_____	
5 Architectural Fees	_____	
6 Contingencies (other)	_____	
7 Title Insurance, legal and abstract fees, survey and mortgage tax where applicable	_____	
8 Construction Loan Interest	_____	
9 Performance/Payment Bonds (approx. 1.2% of Project Costs)	_____	
10 1% Loan Closing Fee	_____	
11 Total Costs of New Project (add lines 1 through 10)		\$ _____
12 Existing Church Extension Loan(s) to be Refinanced		_____
13 Other Loan(s) to be Refinanced		_____
<b>14 Total Project Costs (add lines 11, 12 and 13)</b>		<b>\$ _____</b>

**Note: A copy of the contract(s) is to be submitted with the loan application.**

**Resources Information for Project Completion (complete all applicable lines)**

Cash Paid to Date on Cost	\$ _____	
Cash on Hand	_____	
Cash Available from Sale of Property by Completion Date	_____	
Additional Cash to be Raised by Completion Date	_____	
Other Sources by Completion Date	_____	
New Loan Requested	_____	
<b>Total Resources</b>		<b>\$ _____</b>

# Appraisal Checklist

Congregation \_\_\_\_\_ Date \_\_\_\_\_

Property Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## City Data

Location of Property:    (    ) Urban            (    ) Suburban            (    ) Rural

## Neighborhood Data

Availability of utilities:    (    ) Electricity            (    ) Gas            (    ) Water            (    ) Sanitary Sewer

Average value of residential property in the surrounding area: \$ \_\_\_\_\_

Land use and zoning of surrounding area:

(    ) Residential    (    ) Commercial    (    ) Industrial    (    ) Other \_\_\_\_\_

Zoning of church property:

(    ) Residential    (    ) Commercial    (    ) Industrial    (    ) Other \_\_\_\_\_

## Physical Properties

	Date purchased	Acres or square footage	Original cost	Insurance value	
Land	_____	_____	\$ _____	\$ _____	\$ _____
Church	_____	_____	\$ _____	\$ _____	\$ _____
Educational Unit	_____	_____	\$ _____	\$ _____	\$ _____
Parsonage	_____	_____	\$ _____	\$ _____	\$ _____
Other	_____	_____	\$ _____	\$ _____	\$ _____
Total	=====	=====	\$ =====	\$ =====	\$ =====

Appraised  
 Assessed value

**Certificate of Constitution and Bylaws**  
(To be submitted with a copy of the borrower's Constitution and Bylaws)

I hereby certify that I am the duly qualified and acting Secretary of \_\_\_\_\_

\_\_\_\_\_ a \_\_\_\_\_  
(State of Incorporation)

corporation, and as such have custody of the books of said corporation; that the attached instruments entitled Constitution and Bylaws of \_\_\_\_\_ are, as of this date, true, correct, and complete copies of said instruments, including all amendments which are now in full force and effect.

I further affirm that the following persons are the legally authorized persons to sign for this loan (any \_\_\_\_\_ of \_\_\_\_\_).

**Required—Authorized person(s) who will be signing documents for this loan:**

Signature	Printed Name	Title/Term Expiration
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Required—Authorized person(s) who will be signing the financial transaction(s) for this loan:**

Signature	Printed Name	Title/Term Expiration
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date