



**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 \_\_\_\_\_

**Membership**

Participating Members \_\_\_\_\_

Total Members \_\_\_\_\_

Total Additions to Membership \_\_\_\_\_

Two Years Ago ( )	Last Complete Year ( )	Current YTD ( )
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**Average Attendance**

Weekly Worship Service(s) \_\_\_\_\_

Sunday School \_\_\_\_\_

Church-Run Daycare/  
Preschool Enrollment \_\_\_\_\_

Two Years Ago ( )	Last Complete Year ( )	Current YTD ( )
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**Projected Growth**

Participating Members \_\_\_\_\_

Worship Attendance \_\_\_\_\_

1 Year ( )	2 Years ( )	3 Years ( )
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## Financial History

	Two Years Ago (_____)	Last Complete Year (_____)	Current YTD (_____)
<b>Income</b>			
Contributions	\$ _____	\$ _____	\$ _____
Support from Region/Area/Other	_____	_____	_____
Permanent Fund Income for Operations	_____	_____	_____
Outreach and Special Days	_____	_____	_____
<b>Total Operational Income</b>	\$ _____	\$ _____	\$ _____
Rental Income (net of expenses)	_____	_____	_____
Daycare Income (net of expenses)	_____	_____	_____
Other Sources	_____	_____	_____
Identify _____			
Capital (other than campaign)	_____	_____	_____
Special Projects	_____	_____	_____
<b>Total Income</b>	\$ _____	\$ _____	\$ _____
<b>Expenses</b> (do not include daycare or expenses related to rental property)			
Operating Expenses	\$ _____	\$ _____	\$ _____
Basic Mission Finance	_____	_____	_____
Special Days	_____	_____	_____
Outreach Local	_____	_____	_____
Other Outreach	_____	_____	_____
<b>Total Operational Expenses</b>	\$ _____	\$ _____	\$ _____
Special Projects	_____	_____	_____
Capital	_____	_____	_____
Debt Payments	_____	_____	_____
<b>Total Expenses</b>	\$ _____	\$ _____	\$ _____
Net Gain/(Loss)	_____	_____	_____

**Note: Please enclose a copy of your current financial statement as well as the most recent year-end statement.**

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

Cost of Project:

General Contract	\$ _____	
HVAC Contract	_____	
Electrical Contract	_____	
Plumbing Contract	_____	
Contingencies (10% minimum recommended on construction projects)	_____	
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 BCE 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.**

**Project Resources Information (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	_____	
Other Sources	_____	
Total Loan Amount Requested by this Application	_____	
<b>Total Resources</b>		<b>\$ _____</b>

**Other Indebtedness**

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

Source of loan payments of above captioned loan(s):

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

**Source of New Loan Repayment**

- Operating Budget  
# of Giving Units \_\_\_\_\_
  - Capital Campaign:  
Campaign Goal \$ \_\_\_\_\_ # of Pledges \_\_\_\_\_  
Amount Pledged \$ \_\_\_\_\_ Advance Cash Pledged \$ \_\_\_\_\_  
Pledge Payment Period from \_\_\_\_\_ to \_\_\_\_\_  
Total Received to Date \$ \_\_\_\_\_
  - 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**

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

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

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

**Required—Legally Authorized Signatures:**

**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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# Ministry Statement

Provide below a narrative statement that describes results/outcomes anticipated or made possible by this loan:

SAMPLE

## 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.)

# 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

Lot size—in acres \_\_\_\_\_

	Date Purchased	Original Cost	Present Value
Land	_____	\$ _____	\$ _____
Church	_____	_____	_____
Parsonage	_____	_____	_____
Other	_____	_____	_____
Subtotal	_____	_____	_____
Educational Unit	_____	_____	_____
Total		\$ _____	\$ _____

# 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 - Legally Authorized Signatures:

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

SAMPLE