

LOAN APPLICATION CHECKLIST

PLEASE COMPLETE AND/OR SEND THE FOLLOWING:

Loan Application

- Completed loan application, up to and including Worksheets A, B, and C
- As applicable, Worksheets D and E

Ministry

- History of your organization: its founding, key events, key changes in leadership or other important events
- Copy of the Articles of Incorporation
- Copy of the organization's Constitution and/or Bylaws, signed and dated
- Copy of your Statement of Faith
- Resumes of all key leaders in your organization
- Describe how the performance of staff is reviewed, including the Senior Pastor or key ministry leader
- A description of volunteer and/or lay involvement in ministry: positions of service/leadership; % of congregation involved; etc.
- Copy of your current insurance policy, showing coverage – provide the name and contact information for the insurance agent if it is not listed on the policy

Financial

- Last three (3) year-end financial statements **and** budgets for those years; **and** year-to-date financial statements within the last 30 days – include the balance sheet and income/expense statement at a minimum
- Complete the online Safe Debt Worksheet at: www.ministrypartners.org/borrowers/getting-started/
- Budget for the current fiscal year
- List of top ten (10) donors – do not include names; for the most recently completed fiscal year, list total donations for each donor
- Description of internal financial management processes, including computer/software systems used; budgeting process; etc.
- The last two (2) years of bank statements for all of the ministry's accounts
- If your request includes refinancing existing debt, include a payment history from the lender
- If your request includes refinancing bond debt, include a copy of the bond prospectus and trust indenture

Collateral

- If available, a copy of a current appraisal (performed by a state certified appraiser)
- Copy of the property survey
- Photos of the property
- Copy of title policy **OR** grant/warranty deed, mortgage, deed of trust with attached legal description **OR** property tax bills (this will expedite your loan request considerably)
- Any taxes, insurance or other fees due related to the collateral property
- List of current tenants, a rent roll, and copies of rental agreements with each tenant
- Copy of the conditional or special use permit for each property, if required by a local governing authority
- For purchases of new property, include a copy of the purchase contract and escrow instructions