

Loan Application

PART B — DOCUMENTATION

EXTENSION FUND

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If you have any questions while filling out your form, please call our loan team at **904-574-9853** or email **loans@cogbf.org**

1 . APPLICATION INFORMATION

Church Name _____ Pastor's Name _____ City _____

2 . DOCUMENTS TO BE ATTACHED

☐ **Copy of Purchase Agreement** (*if purchasing property, a letter of intent*)

☐ **Property Evaluation**
Provide written evidence of the property value that the church will be using as security for this loan.

- **Loans less than \$250,000:** documentation of the property's insured value.

☐ **Flood Zone Information**

☐ **Articles of Incorporation and Certificate of Good Standing**

A Certificate of Good Standing (also known as a Certificate of Existence or a Certificate of Authorization) is a document issued by a state official as conclusive evidence that a corporation is in existence and/or authorized to transact business in the state and that the corporation is in compliance with all state-required formalities. The Certificate of Good Standing generally sets forth the corporation's name, that it is duly incorporated or organized and authorized to transact business in the state, and that the corporation in compliance with all state-required formalities.

☐ **Constitution and Bylaws** (*if you're an affiliate or other denomination*)

☐ **Evidence of Fire Insurance and Building Risk Insurance** (*If applicable*)

☐ **Other** _____

Title Company Information (*to be completed by COGBFFS*)

Title Company _____ Agent's Name _____

Title Company Phone _____ Title Company Email _____

COGBFFS will request a Preliminary Title Insurance Report (PTR, Prelim, or Title Commitment) from the title company. The PTR is prepared by a title company or a lawyer to issue the title insurance policy at the completion of the loan. The PTR will identify the following: legal description of the property to be held as security, owner of the property or who has an interest in the property, and any recorded liens (mortgages, deeds, taxes, etc.) that affect the property.

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Church of God by Faith Financial Solutions, Inc.
2409 Old Middleburg Road, N. - Jacksonville, FL - 32210
Website: www.cogbfs.org - Phone: 904-574-9853 - Fax: 904-574-9871

Church Loans • Investments • Retirement Accounts

Loan Application

PART C — CONSTRUCTION OR REMODEL DOCUMENTATION

EXTENSION FUND

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3 . ADDITIONAL DOCUMENTS TO BE ATTACHED

- ☐ Verification of Zoning Approval and Conditional Use Permit
- ☐ Copy of Building Permits
- ☐ Signed copy of Contract between Church and Contractor

4 . CONTRACTOR INFORMATION *(To be completed by contractor—or, if the church is the contractor, by the project supervisor)*

Contractor Full Name		Company	
Contractor Mailing Address		City	State ZIP
Contractor's Tax ID Number	Contractor's License Number		State Licensed In
Contractor's Bonding Agency		Policy Number	
Contractor's Workman's Comp. Insurance Provider		Policy Number	
Contractor's Liability Insurance Provider		Policy Number	

5 . DOCUMENTATION FOR CHURCH ACTING AS GENERAL CONTRACTOR

Project Supervisor Full Name			
Project Supervisor's Mailing Address		City	State ZIP
Phone	Cell	Email	
<input type="checkbox"/> Attach proof of church liability insurance			
<input type="checkbox"/> Invoices will be required			

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6 . CONSTRUCTION TIME ESTIMATES

Average Permit Approval Time

Estimated Project Start Date

Estimated Project End Date

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7 . CHURCH BUILDING /CONSTRUCTION COORDINATOR

Contact Name

Contact Phone Number

Email

Cell Phone

☐ Letter from church detailing construction /renovation scope of involvement.

8 . COST ESTIMATES

Cost of Project: Total cost of each line item, including money to be borrowed, donated materials + labor, and cash on hand.

Cash and Donated Items: Cash, donated materials, and labor that will be applied to the line item.

Amount to be Funded: The amount to be withdrawn through the loan.

The final total must not exceed total loan amount.

	Cost of Project	Cash and Donated Items	Amount to be Funded
1. Architecture/Engineering/Surveying	\$ _____	\$ _____	\$ _____
2. Permits	\$ _____	\$ _____	\$ _____
3. Contractor Fees and Expenses	\$ _____	\$ _____	\$ _____
4. Land	\$ _____	\$ _____	\$ _____
5. Demolition	\$ _____	\$ _____	\$ _____
6. Site Prep/Excavation	\$ _____	\$ _____	\$ _____
7. Foundation			
A. Footing	\$ _____	\$ _____	\$ _____
B. Stem Walls	\$ _____	\$ _____	\$ _____
C. Flatwork	\$ _____	\$ _____	\$ _____
D. _____	\$ _____	\$ _____	\$ _____
E. _____	\$ _____	\$ _____	\$ _____
F. _____	\$ _____	\$ _____	\$ _____
8. Framing (Wood/Masonry/Steel)	\$ _____	\$ _____	\$ _____
9. Steel Building Package	\$ _____	\$ _____	\$ _____
10. Roofing (Including all flashing/gutters)	\$ _____	\$ _____	\$ _____
Page 3 Subtotals	\$ _____	\$ _____	\$ _____

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8. COST ESTIMATES (Continued)

	Cost of Project	Cash and Donated Items	Amount to be Funded
Page 3 Subtotals	\$ _____	\$ _____	\$ _____
11. Siding			
A. Wood	\$ _____	\$ _____	\$ _____
B. Stucco	\$ _____	\$ _____	\$ _____
C. Masonry	\$ _____	\$ _____	\$ _____
12. Exterior Doors/Windows	\$ _____	\$ _____	\$ _____
13. Electrical and Wiring			
A. Rough In	\$ _____	\$ _____	\$ _____
B. Finish	\$ _____	\$ _____	\$ _____
C. Phone	\$ _____	\$ _____	\$ _____
D. Security	\$ _____	\$ _____	\$ _____
E. Low Voltage	\$ _____	\$ _____	\$ _____
F. _____	\$ _____	\$ _____	\$ _____
G. _____	\$ _____	\$ _____	\$ _____
H. _____	\$ _____	\$ _____	\$ _____
14. Plumbing			
A. Rough In	\$ _____	\$ _____	\$ _____
B. Finish	\$ _____	\$ _____	\$ _____
C. Septic System	\$ _____	\$ _____	\$ _____
D. Gas	\$ _____	\$ _____	\$ _____
E. Water Runoff/Drainage	\$ _____	\$ _____	\$ _____
F. Well and Pressure System	\$ _____	\$ _____	\$ _____
G. Fire Sprinkler	\$ _____	\$ _____	\$ _____
H. Baptistry	\$ _____	\$ _____	\$ _____
I. _____	\$ _____	\$ _____	\$ _____
J. _____	\$ _____	\$ _____	\$ _____
K. _____	\$ _____	\$ _____	\$ _____
15. Heating/Ventilation/HVAC	\$ _____	\$ _____	\$ _____
Page 4 Subtotals	\$ _____	\$ _____	\$ _____

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8. COST ESTIMATES (Continued)

	Cost of Project	Cash and Donated Items	Amount to be Funded
Page 4 Subtotals	\$ _____	\$ _____	\$ _____
16. Mechanical Elevators, Etc.	\$ _____	\$ _____	\$ _____
17. Insulation and Acoustic Panels	\$ _____	\$ _____	\$ _____
18. Drywall and Finish	\$ _____	\$ _____	\$ _____
19. Painting			
A. Exterior	\$ _____	\$ _____	\$ _____
B. Interior	\$ _____	\$ _____	\$ _____
20. Finish			
A. Cabinets	\$ _____	\$ _____	\$ _____
B. Trim	\$ _____	\$ _____	\$ _____
C. Interior Doors	\$ _____	\$ _____	\$ _____
D. Tile	\$ _____	\$ _____	\$ _____
E. Wall Coverings	\$ _____	\$ _____	\$ _____
F. _____	\$ _____	\$ _____	\$ _____
G. _____	\$ _____	\$ _____	\$ _____
H. _____	\$ _____	\$ _____	\$ _____
21. Flooring	\$ _____	\$ _____	\$ _____
22. Permanent Equipment			
A. Lights	\$ _____	\$ _____	\$ _____
B. Sound	\$ _____	\$ _____	\$ _____
C. Chairs	\$ _____	\$ _____	\$ _____
D. Kitchen	\$ _____	\$ _____	\$ _____
E. _____	\$ _____	\$ _____	\$ _____
F. _____	\$ _____	\$ _____	\$ _____
G. _____	\$ _____	\$ _____	\$ _____
23. Parking/Sidewalks/Paths/Curbs/Etc.	\$ _____	\$ _____	\$ _____
24. Landscaping (Plants, soil, irrigation, fences, etc.)	\$ _____	\$ _____	\$ _____
Page 5 Subtotals	\$ _____	\$ _____	\$ _____

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8. COST ESTIMATES (Continued)

	Cost of Project	Cash and Donated Items	Amount to be Funded
Page 5 Subtotals	\$ _____	\$ _____	\$ _____
25. Signage	\$ _____	\$ _____	\$ _____
26. 10% Contingency	\$ _____	\$ _____	\$ _____
27. Coffee Shop/Café	\$ _____	\$ _____	\$ _____
28. Athletic Field and Equipment	\$ _____	\$ _____	\$ _____
29. Miscellaneous/Other			
A. _____	\$ _____	\$ _____	\$ _____
B. _____	\$ _____	\$ _____	\$ _____
C. _____	\$ _____	\$ _____	\$ _____
D. _____	\$ _____	\$ _____	\$ _____
E. _____	\$ _____	\$ _____	\$ _____
F. _____	\$ _____	\$ _____	\$ _____
G. _____	\$ _____	\$ _____	\$ _____
H. _____	\$ _____	\$ _____	\$ _____
Totals	Total Cost of Project \$ _____	Total Cash and Donated Items \$ _____	Total Amount to be Funded \$ _____

9 . SUBMITTING YOUR FORM

Send your completed application, with all required attachments in one of the following ways:

Mail To:

Church of God by Faith Financial Solutions
Attn: Loans
2409 Old Middleburg Road,
N. Jacksonville, Florida 32210

Fax:

904-574-9871

Email:

Send a scanned PDF (or similar format) to:

loans@cogbffs.org
fs@cogbffs.org