

LOAN CHECK LIST FOR LOAN APPLICANT



	LOAN TYPE				DATE RECEIVED	
	Standard	Construction	Acquisition	Re-Finance		
STEP 1 PRE-APPROVAL						
Application	x	x	x	x		
3 Years of Financial Balance Sheets	x	x	x	x		
3 Years of Church Profit and Loss Statements	x	x	x	x		
3 Years of Bank Statements	x	x	x	x		
Current Year Budget	x	x	x	x		
EIN of Your Local Church	x	x	x	x		
Copy of Current Deed	x	x	x	x		
Copy of Current Property Insurance	x	x	x	x		
District Notification Officials Notified of Loan Proposal	x	x	x	x		
Copy of Church Minutes (Board Loan Approval Required)	x	x	x	x		
\$100 App. Fee payable to COGBFFS (non-refundable)	x	x	x	x		
\$350 Loan Service Fee	x	x	x	x		
STEP 2 CLOSING						
501 (C3) IRS Form	x	x	x	x		
Legal Description of Property	x	x	x	x		
Automatic Payment Authorization (ACH-Required)	x	x	x	x		
Demand Account with COGBFFS (3 mths of payments)	x	x	x	x		
List COGBFFS as "Loss Payee" on Church Insurance Policy	x	x	x	x		
Copy of Contract to Purchase	x	x	x	x		
Picture of Property and Land	x	x	x	x		
Appraisal of Property	x	x	x	x		
Schedule of Values	x	x	x	x		
Designated Funds for Building Construction	x	x	x	x		
List of Church Building Team Members	x	x	x	x		
General Construction Contract	x	x	x	x		
Construction Schedule	x	x	x	x		
Phase 1 Environmental	x	x	x	x		
Site Survey	x	x	x	x		
Plot Plan/ Property Master Plan	x	x	x	x		
STEP 3 Post -Closing						
Commitment to Ensure Title	x	x	x	x		
Title Insurance Policy	x	x	x	x		
Other:						