

## LOAN CHECK LIST FOR LOAN APPLICANT



|                                                           | LOAN TYPE |              |             |            | DATE RECEIVED |  |
|-----------------------------------------------------------|-----------|--------------|-------------|------------|---------------|--|
|                                                           | Standard  | Construction | Acquisition | Re-Finance |               |  |
| <b>STEP 1 PRE-APPROVAL</b>                                |           |              |             |            |               |  |
| 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          |               |  |
| <b>STEP 2 CLOSING</b>                                     |           |              |             |            |               |  |
| 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          |               |  |
| <b>STEP 3 Post -Closing</b>                               |           |              |             |            |               |  |
| Commitment to Ensure Title                                | x         | x            | x           | x          |               |  |
| Title Insurance Policy                                    | x         | x            | x           | x          |               |  |
| Other:                                                    |           |              |             |            |               |  |