



**1. LOAN TERMS**

Loan Amount Requested \$ _____	Loan Term Requested _____ years	Type of Loan Requested (Select One) <input type="checkbox"/> 1-Year Adjustable Rate <input type="checkbox"/> 5-Year Adjustable Rate <input type="checkbox"/> 3-Year Adjustable Rate <input type="checkbox"/> 5x1 Adjustable Rate
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**2. BORROWER INFORMATION**

Name of Church or Ministry				Web Site	
Mailing Address		City	County	State	Zip Code
Telephone Number	Fax Number	Federal Tax ID #	Date Organized	Date Incorporated	
District		Do you presently own or rent? <input type="checkbox"/> Own <input type="checkbox"/> Rent		Mortgage or Rent Payment \$ _____ per	
<b>Contact Name</b>	<b>Position with ministry</b>	<b>Primary Phone</b>	<b>Secondary Phone</b>	Sr. Pastor years with the church	Sr. Pastor Date Credentialed
	Senior Pastor			email address	
	Treasurer or Financial Officer			email address	
	Main Contact for Loan			email address	
	Add'l Contact for Loan			email address	

**3. PROPERTY INFORMATION AND PURPOSE OF LOAN**

Subject Property Address (Street, City, State and Zip Code)				County			
Purpose of Loan							
Source of Down Payment (check all that apply) <input type="checkbox"/> Cash on Hand <input type="checkbox"/> Capital Campaign <input type="checkbox"/> Equity in currently owned Property <input type="checkbox"/> Other- Describe Here							
Property Details – fill in applicable boxes	Size	Year		Cost		Value	
		Acquired	Built	Original	Proposed	Current	Completed
Existing Land	acres						
Proposed Land Purchase	acres						
Existing Buildings	sq. ft.						
Proposed New Buildings	sq. ft.						
Other							

Please provide any additional information regarding the property that you think would be helpful to us. Please include a description of any previous uses of the property and attach pictures, if available.

#### 4. COST ESTIMATES

Completion of this section will help us better understand your project and related costs. If you have actual bids or contracts, please attach copies with your final application. If you are unsure of actual costs, give your best estimate.

Costs	Amount	Please check one			Please check if Volunteer Labor	Comments (Optional)
		Paid	Bid	Estimate		
Land and existing structures, if any	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site Preparation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Permits		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Architect & Engineering Costs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Soil & Environmental Tests		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appraisal Report		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Title Insurance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Legal Fees		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Loan Fees		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mortgage Recording Fees		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Construction Costs (Itemize below)						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contingencies		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TOTAL PROJECTED COSTS</b>	<b>\$</b>					

#### 5. FINANCING SOURCES

		Comments (Optional)
Costs Already Paid	\$	
Cash/Investments available for down payment		
Pledges to be received prior to beginning construction		
Pledges to be received during construction		
Proposed Loan from CIF		
Subtract amount of any existing loans that will be paid off as part of the transaction (enter as a negative number)		
Other (itemize below)		
<b>TOTAL FINANCING SOURCES (This should equal or exceed Total Projected Costs)</b>	<b>\$</b>	

#### 6. BUILDING PROGRAM (For Construction Loans Only)

Size of Building	
Basic Materials to be used	
Plans were prepared by	Phone
Name of General Contractor	Phone
Anticipated date construction will begin	Anticipated Completion Date
Current number of worship services	Current sanctuary seating

### 7. CAPITAL CAMPAIGN INFORMATION (If Applicable)

Total campaign \$	Pledge amounts from Top 5 Donors (no names please)	Campaign Year	Amount Pledged	Cash Received from Capital Campaign
Date campaign initiated	1. \$	20__	\$	\$
Length of campaign ____ years	2. \$	20__	\$	\$
	3. \$	20__	\$	\$
	4. \$	20__	\$	\$
	5. \$			
If campaign is managed in house, please attach a detailed summary of your strategic plan and planned process.		TOTAL	\$	\$
Professional campaign service: - CIF: _____ - Other professional campaign service name:				

### 8. ATTENDANCE AND MEMBERSHIP HISTORY

	3 Years Ago 20__	2 Years Ago 20__	Last Year 20__	This Year 20__	Next Year Projected 20__	Comments
Worship Attendance						
Active Membership						
Number of Giving Units						

### 9. INCOME AND EXPENSE HISTORY

	3 Years Ago 20__	2 Years Ago 20__	Last Year 20__	Year to Date Through __	Current Year Budget	Next Year Budget
<b>INCOME</b>						
General Fund / Unrestricted	\$	\$	\$	\$	\$	\$
Missions Fund Income						
Building Fund / Capital Campaign						
Other Income						
<b>TOTAL INCOME</b>	\$	\$	\$	\$	\$	\$
<b>EXPENDITURES</b>						
Personnel						
Building and Property (Operating)						
Debt Service						
Programs and Outreach						
Missions						
Restricted Expenditures						
Capital Expenditures						
Other Expenditures						
<b>TOTAL EXPENDITURES</b>	\$	\$	\$	\$	\$	\$
<b>SURPLUS (DEFICIT)</b>	\$	\$	\$	\$	\$	\$

If you have the data in another format for Sections 9 and 10, i.e. report from your accounting system, please feel free to provide attachments in lieu of filling out the table above.

If your fiscal year ends other than December 31, enter the date here \_\_\_\_\_

Describe any anticipated changes in income or expense (other than the mortgage payment) that will occur as a result of the project in an attachment, if applicable.



## 12. COMMUNITY PROFILE

Population of Community	Area Classification (See instructions for list)
Population of County	Annual Population Growth last 10 years ____% Expected Annual Population Growth next 10 years ____%
Estimated Average Annual Household Income \$	

## 13. HISTORY OF CONGREGATION

Provide a brief historical overview of your congregation or organization. Try to include a discussion of significant events in your history and an indication of how attendance has changed through the years. Include information such as if this is an EFCA church plant, general current health of the church or organization and any other information you believe would be helpful for CIF to know about you. The information may be provided below or in a separate attachment.

## 14. DECLARATIONS

Check Appropriate Box

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Is the church a party to any current or known pending lawsuits?                              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Is the church in default on any loans or obligations?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Has the church co-signed on an obligation for any other parties?                             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Have all material liabilities been disclosed in the application?                             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Are you confident that the church can and will make the monthly payments in a timely manner? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered "Yes" to items 1, 2, or 3, or if you answered "No" to items 4 or 5, please provide an attachment providing detail.

## 15. ACKNOWLEDGMENT AND AGREEMENT

The undersigned hereby acknowledge and agree that:

1. Verification or re-verification of any information contained in the application may be made at any time by CIF ("lender"), its agents, successors and assigns.
2. The loan requested by this application will be secured by a mortgage/deed of trust and, at lender's discretion, a UCC financing statement.
3. The original copy of this application will be retained by lender, even if the loan is not approved.
4. Lender, its agents, successors and assigns will rely on the information contained in the application and the applicant has a continuing obligation to amend and/or supplement the information provided in this application if any of the material facts represented herein should change prior to closing.
5. Ownership of the loan may be transferred to successor or assign of lender without notice and the administration of the loan account may be transferred to an agent, successor or assign of the lender without prior notice.
6. Lender, its agents, successor and assigns make no representations or warranties, express or implied, to the borrower regarding the property, the condition of the property, or the value of the property.
7. Applicant will furnish a certified copy of the corporate resolution that is acceptable to both lender and the Title Insurance Company.
8. Applicant will keep the improvements now existing or to be made hereafter upon said premises insured against such hazards as lender may request, such insurance policies to contain proper mortgage clauses and such policies to remain in the possession of the lender until the loan is fully repaid.
9. The schedule of monthly installments shall become effective at a date agreed upon by lender and applicant, and interest will begin accruing commencing with the first disbursement made by lender.
10. Interest will be computed on the outstanding balance using a 360 day year base.
11. Lender may request and applicant hereby agrees to furnish contractor's statements, mechanic's lien waivers and other documents normally required under similar transactions.
12. Applicant will furnish to lender at applicant's expense a Mortgagee's Title Insurance Policy in an amount equal to or greater than the loan amount.
13. Applicant understands that fees may be charged by lender to cover certain expenses in connection with the loan. These fees are non-refundable.
14. Applicant will furnish to the lender at applicant's expense an MAI appraisal of the subject property, if required by lender, prepared by an appraiser approved by lender.
15. Applicant will furnish such statements of tax assessments and improvement assessments and receipts as may be requested by lender.
16. Lender will hold evidences of title, mortgage documents, and insurance policies until the loan has been repaid in full.
17. In the event that applicant ceases affiliation with the Evangelical Free Church of America, the entire unpaid balance of principal and interest shall become immediately due and payable.
18. Applicant consents to lender independently verifying information contained in this application and consents to lender discussing the merits of the application and the information contained herein with third parties including the Evangelical Free Church of America and its district affiliates.

I (We) certify that the information provided in this application is true and correct to the best of my (our) knowledge as of the date below:

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signatures, Please enter below the name(s) and title(s) of person(s) completing the application on behalf of the applicant.

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

## 16. LOAN APPLICATION CHECKLIST

Original Loan Application	
Copies of the last 3 years annual financial reports	
Printout of year to date financial statements from your accounting system	
Copy of bylaws and constitution	
Resolution authorizing borrowing and designating authorized persons	
8 ½ X 11 copies of plans/schematics/drawings/elevations and specifications, if applicable	
Copy of construction contract and costs, if applicable	
Copy of purchase agreement, if applicable	
Attachments (if applicable)	

## INSTRUCTIONS FOR COMPLETING THE LOAN APPLICATION

Fill in all information requested. If you have the complete information requested in another format (Excel, Quicken, Quick Books, etc.), feel free to attach in place of the requested section. You do not need to manually re-enter the data. If a section does not apply to your loan, please write NA at the beginning of the section. Please remember to retain a copy of all submitted items for your records and send a copy of the full application to your district office.

### *Section 1 – Loan Terms*

Loan Terms - Indicate the amount that your congregation is likely to borrow and the length of the repayment period that you would prefer. The standard terms are for 20 or 25 years. However, you may request a shorter repayment period. Also, indicate the interest rate adjustment term that you would prefer (i.e. one, three, or five years).

### *Section 2 – Borrower Information*

Please provide all information requested. If you do not have readily available the exact dates of organization or incorporation, indicate the year. The contact information will be used throughout your loan process. Please let us know should any of the contact information change throughout the process. You can add additional contacts to the table if there is additional staff you would like to authorize to make draw requests, as supported by the resolution included later in the application. Make sure to include all contacts for your organization that may be involved in the loan and their position (Treasurer, Building Committee Chair, Church Administrator, etc.).

### *Section 3 – Property Information and Purpose of Loan*

Indicate the address of the property that will be used as security for the loan and, if applicable, the year that any existing improvements were initially completed. If additional space is needed, attach another page. Indicate the purpose of the loan - feel free to provide any additional detail that you believe would be appropriate. Indicate the source of any cash on hand that will be used for the down payment. Complete the appropriate section(s) regarding property and costs.

Purpose of loan is intended to be a summary or name of your project, i.e. Construction of new sanctuary, Remodeling youth wing, Purchase of former school for new campus, etc. You may have multiple items to list if the project is a purchase and build or other multi-faceted projects. If information is lengthy, please feel free to attach a summary.

### *Section 4 and 5 – Cost estimates and sources of financing*

Complete as thoroughly as possible. If you do not know the actual numbers yet, use your best estimates. **Make sure that the total financing sources equals or exceeds the total costs.** Frequently missed items include such costs as landscaping, finishing (i.e. carpet, molding, paint, etc.), technology and sound equipment.

For each line item, check whether each item has been paid already, is an actual bid or a best estimate of the cost.

Please check the box for the appropriate rows if using volunteer labor versus contracted workers.

### *Section 6 – Building Program*

This section applies only to construction or facility improvement loans. If this applies to your loan request, please complete this section as thoroughly as possible. If you have already obtained written cost estimates and/or the building plans, please send copies of them with your application and label the attachment to be referenced.

### *Section 7 – Capital Campaign Information*

If your project is not using a capital campaign, fill in NA under the amount of the campaign and move to the next section. If using a capital campaign, please enter all requested information. If you are running an in-house campaign, please provide an attachment with the requested details.

### *Section 8 – Attendance and Membership History*

Provide statistical information regarding attendance and giving units over the past three years and a projection for next year. At a minimum, we do need the information of average attendance during the year at your primary worship service(s). This information may be provided in a separate spreadsheet or attachment.

### *Section 9 – Income and Expense History*

Provide income and expenditure data for the last three fiscal years and the current year to date. Also provide your current year budget and next year budget if available. We realize that most churches will have many more categories of income and expenditure than are listed on this form. Please consolidate your income and expense categories into the ones listed, unless you are submitting a report directly from your accounting system. Please also submit copies of your annual financial reports for the periods covered, as requested in the checklist at the end of the application.

### *Section 10 – Assets and Liabilities*

Provide your church's balance sheet as of the application date and, if available, from year-end of the two previous fiscal years. In addition, please provide a projection of the balance sheet reflecting the completion of the project or purchase. The balance sheet is a listing of all assets owned by your church and all obligations owed by your church as of a given date. Net assets is the difference between what is owned and what is owed.

### *Section 11 – Deposit and Credit References*

List all banks, lenders, and other financial institutions that you currently have a deposit account or loan with, or that you have had an account or loan with within the past two years. Indicate the type of account or loan, i.e. loan, investment, savings, mortgage, CIF certificate, etc. and the current balance.

### *Section 12 – Community Profile*

We would like to collect information about the demographics of your community. Area definitions include: rural, inner city, suburban or urban. We suggest that you check with your local Chamber of Commerce or web site for your community to obtain this information. If they do not have the information available, provide your best estimates.

### *Section 13 – History of Congregation*

Provide a brief historical overview of your congregation. Try to include a discussion of significant events in the life of the church and an indication of how church attendance has changed through the years.

### *Section 14 - Declarations*

Please check the appropriate response to each of the questions asked.

### *Section 15 – Acknowledgement and Agreement*

Please read each of the items listed, sign and date the application where indicated, and return to CIF (be sure to make copies for your records and for forwarding to your District office). If you have any questions about any of the items, please give us a call.

*Section 16 – Additional Items*

Use the checklist to ensure that all the necessary documents are included with your application and as a tool for gathering the remaining documents that will be required following the commitment letter.

Please forward a copy of your loan application and related documents to your District office.

**Remit original application and attachments to:**

Christian Investors Financial

Attention: Loan Application

901 East 78<sup>th</sup> Street

PO Box 20759

Minneapolis, MN 55420-0759

Electronic submission: application and attachments to [brett.roehr@efca.org](mailto:brett.roehr@efca.org)

Fax submission: 866.833.5171 (loan applications and attachments only)

For questions contact CIF at 800.995.8574 or 952.853.8496

Direct dial:

Primary loan resource: Brett Roehr at 952.261.9475

Paul Anderson at 952.853.1788



## IMPORTANT INFORMATION FOR LOAN APPLICANTS

### Types of Loans Available

Loans made by CIF generally are adjustable rate mortgage loans. The initial interest rate is determined by CIF. Future interest rate adjustments are based on a Treasury Security index. When applying for a loan, you can choose between having the rate adjusted annually, every three years, or every five years.

Loans must be secured by a first mortgage on real property. Second mortgages and/or unsecured loans under \$50,000 may be considered if CIF already holds the first mortgage.

### Loan Terms and Payment due dates

Loans are normally amortized over a maximum repayment period of 20 - 25 years. Shorter terms are acceptable if the congregation can qualify for the resulting higher payment. The payments are due monthly on the first day of each month. There is a fifteen day grace period before the payment is considered late.

### Automatic Loan Payments Required

We will originate electronic transfers to pull funds from your existing financial institution account (or Demand Certificate with CIF) to make your monthly loan payment. You will need to complete an Automatic Loan Payment Authorization form, which will be included with your loan closing documents. The payments can be processed on any day of your choice during the first ten days of the month. If you choose not to have automatic payments, your interest rate will be ¼% higher than it otherwise would be.

### Interest Rate Determination

Initial interest rates are established by our Loan Committee. Subsequent rate changes are determined by a Treasury Security index plus a margin, and may be subject to periodic and/or life-time interest rate caps. At the time of subsequent rate changes, the monthly payment will be adjusted accordingly. For information regarding the current rates, indexes, and margins; please give us a call at 800.995.8574.

### Affiliation with the Evangelical Free Church of America Required

CIF makes loans only to congregations or other organizations which are affiliated with the Evangelical Free Church of America. If the church or organization ceases its affiliation with the Evangelical Free Church of America, the entire unpaid balance of principal and interest will become immediately due and payable.

### Incorporation Required

Your congregation must be incorporated and title to the property being mortgaged must vest or be vested in the name of the corporation.

### Title Insurance Required

A Lender's Title Insurance Commitment must be provided to CIF Prior to the loan closing. After the mortgage or deed of trust is filed, the Title Insurance Company will need to provide a Lenders Title Insurance Policy. Although not required, you may want to consider purchasing an Owners Title Policy as well. Payment of the cost for the commitment and policies will be the responsibility of your congregation.

### Hazard Insurance Required

You must keep the mortgaged property insured against loss by fire and hazards included within the term "extended coverage". If any part of the improvements on the property is located within an area considered to be in the flood zone, you should also obtain a flood insurance policy. Evidence of required insurance must be furnished to CIF prior to loan closing. The policy must name "Christian Investors Financial, its successors and/or assigns" as Mortgagee. For construction loans, builders risk insurance must be carried during the construction period. For land loans, liability insurance is required.

### Corporate Resolution Required

Your congregation must pass a corporate resolution authorizing the church officers to sign the note and mortgage on behalf of the church. A copy of the resolution must be forwarded to CIF prior to loan closing. You may want to engage legal counsel to assist in drafting the resolution to make sure it complies with your by-laws and any applicable state laws.

### Loan Closing Documents

Upon approval, CIF will arrange for the preparation of the documents pertaining to your loan. The loan document package typically includes:

- Promissory Note
- Mortgage (or Deed of Trust)
- Commercial Security Agreement
- Hazardous Substances Certificate and Indemnity Agreement
- Business Loan Agreement
- Automatic Loan Payment Authorization

Loans for construction will also typically include the following documents:

- Construction Loan Agreement
- Assignment of Contracts (Architect, Engineer, Contractor)

We are usually able to prepare the documents in-house at no extra cost to your congregation. However, if your transaction is unusually complex, there may be a fee for document preparation if it requires the assistance of legal counsel.

### Prepayment of Principal

Prepayments of principal can be made at any time and in any amount without penalty.

### Construction Loans

During the construction period we will bill your church monthly for interest on the loan funds used. The time allotted for the construction period can be up to one year, but is more typically about six months. After the construction period, regular monthly payments must start, whether or not all of the loan funds have been disbursed.

Depending upon the complexity and nature of your construction project, there may be additional requirements beyond those outlined here. These requirements will be detailed in the loan commitment letter and in the loan agreement documents.

### Fees and Costs

CIF charges a loan origination fee of ½ of 1 percent of the loan amount. The fee will normally be deducted from the proceeds of the loan. For construction loans the entire fee will be taken when the loan is established.

There will be other costs associated with obtaining your loan. These costs may include such things as title insurance, settlement charges, filing fees and taxes, legal fees, appraisal fees, surveys, disbursing agent fees, and environmental report preparation fees.

### Formal Appraisal Required for Loans over \$300,000

A written appraisal prepared by a certified real estate appraiser will be required if your loan request is for an amount over \$300,000. CIF reserves the right to require appraisals on smaller loans at its discretion. Your congregation will be responsible for the cost of the appraisal whether or not the loan is approved. However, in most cases the appraisal is not done until after the approval is given.

### Copy of Loan Application to District

Churches are asked to forward a copy of their loan application to their district office. If the loan is approved, CIF will ask the district to sign a non-binding "endorsement". This is not a guarantee of the loan, but rather a statement of the District's confidence in your congregation's ability to meet the loan obligation.

### Any Questions?

Please give us a call at 800.995.8574 and we will do our best to assist you.



## Loan Terms

April 13, 2011

<u>Type of Loan</u>	<u>Initial Rate</u>	<u>Index Margin</u>	<u>Periodic Cap</u>	<u>Monthly Payment per \$1,000</u>
1-Year ARM*	Call	<u>1-Yr US Treas.</u> 3.00%	1.00%	Call
3-Year ARM*	For	<u>3-Yr US Treas.</u> 3.00%	2.00%	For
5-Year ARM*	Current	<u>5-Yr US Treas.</u> 3.00%	3.00%	Current
5 by 1 ARM**	Rates	<u>1-Yr US Treas.</u> 3.00%	2.00%	Information

Our origination fee is ½% of the loan amount.

The initial rate is set by CIF and will not necessarily equal the index plus the margin. Subsequent rate changes will be determined by adding the margin to the index value 45 days prior to the rate change date, rounded to the nearest 1/8%, and subject to any applicable periodic and/or lifetime caps. The index will be the weekly average yield on United States Treasury securities adjusted to a constant maturity of one, three, or five years, depending on the adjustment term of your loan. The indexes are made available by the Federal Reserve Board in publication H.15, which can be found at [www.federalreserve.gov/releases/h15/](http://www.federalreserve.gov/releases/h15/).

Loans are generally amortized over a 20 or 25-year period. Shorter terms are acceptable if the church can qualify with the higher monthly payment. Prepayments of principal can be made without penalty.

\*Rate initially fixed for either 1, 3, or 5 years, then adjustable every 1, 3, or 5 years thereafter.

\*\* 5 by 1 ARM has a fixed rate for the first five years, after which the rate is subject to change annually.

**The terms listed are as of the date shown above and are subject to change at any time without notice. Please call us at 800.995.8574 for current interest rates and terms prior to submitting your application.**