

LOAN CHECK LIST FOR LOAN APPLICANT



	LOAN TYPE					DATE COMPLETE	DATE SENT TO CFR
	Mini	Standard - Property Purchase	Standard - Re-Finance	Construction	Line of Credit		
STEP 1 - FOR PRE-APPROVAL							
Application	X	X	X	X	X		
3 Years of Financial Reports	X	X	X	X	X		
Current Year Budget	X	X	X	X	X		
Current Year Balance Sheet	X	X	X	X	X		
Articles of Incorporation (with amendments)	X	X	X	X	X		
Church By-Laws	X	X	X	X	X		
Legal Discription of Property		X	X	X	X		
501 (C3) IRS Form	X	X	X	X	X		
Other:							
STEP 2 - FOR APPROVAL							
Contract to Purchase (copy)		X					
Appriasal of Property or Tax Assessment		X	X	X	X		
Schedule of Values				X			
List of Church Building Team Members				X			
General Construction Contract				X			
Construction Schedule				X			
Phase 1 Environmental		X		X			
Site Survey		X	X	X	X		
Plot Plan/ Property Master Plan				X			
Other:							
STEP 3 - FOR CLOSING							
Existing Title Insurance Policy		X	X	X	X		
Listing CFR as "Loss Payee" on Church Insurance Policy		X	X	X	X		
Other:							