

LOAN CHECK LIST FOR LOAN APPLICANT



	LOAN TYPE				DATE RECEIVED	
	Standard	Construction	Line of Credit	Re-Finance		
STEP 1 - FOR PRE-APPROVAL						
Application	x	x	x	x		
Articles of Incorporation (with amendments)	x	x	x	x		
Church By-Laws	x	x	x	x		
3 Years of Financial Reports	x	x	x	x		
Current Year Budget	x	x	x	x		
Current Year Balance Sheet	x	x	x	x		
Other:						
STEP 2 - FOR CLOSING						
501 (C3) IRS Form	x	x	x	x		
Legal Description of Property	x	x	x	x		
Automatic Payment Authorization	x	x	x	x		
Key Man Life Insurance (certain loans)	x	x	x	x		
Reserve Account with CFR	x	x	x	x		
Listing CFR as "Loss Payee" on Church Insurance Policy	x	x	x	x		
List of Elders, Officers, and or Trustees	x	x	x	x		
Contract to Purchase (copy)	x					
Picture(s) of Property (2)	x	x	x	x		
Appraisal of Property	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				
Site Survey		x				
Plot Plan/ Property Master Plan		x				
Other:						
Attorney and Post Cost Closing						
Commitment to Ensure Title	x	x	x	x		
Title Insurance Policy	x	x	x	x		
Other:						