



# Church Finance

CORPORATION

## LOAN APPLICATION

Date: \_\_\_\_\_

Name of Church: \_\_\_\_\_ Fed Tax I.D#: \_\_\_\_\_

Address: \_\_\_\_\_ Website: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## GENERAL INFORMATION

Permanent  Construction  Construction and Permanent  Term requested: \_\_\_\_\_

Reason for Financing: \_\_\_\_\_

Loan Funds Requested: \$ \_\_\_\_\_

Cash on Hand: \$ \_\_\_\_\_

Pledges (Please fill out Capital Campaign section) \$ \_\_\_\_\_

Total Estimated Cost of Project: \$ \_\_\_\_\_

Date Church Formed: \_\_\_\_\_ Date Incorporated: \_\_\_\_\_

Seating Capacity of Worship Center: \_\_\_\_\_ # of Worship Services: \_\_\_\_\_

Do You Operate a School? \_\_no\_\_ yes (Grades: \_\_\_\_\_) Daycare? \_\_no\_\_ yes (Ages: \_\_\_\_\_)

Last Full Year of School/Daycare Receipts: \$ \_\_\_\_\_ Expenses: \$ \_\_\_\_\_

## LEADERSHIP INFORMATION

Senior Pastor: \_\_\_\_\_ Since: \_\_\_\_\_ Yrs in ministry: \_\_\_\_\_ Full time? \_\_yes\_\_ \_\_no\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Trustee Chair: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Elder Chair: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**COLLATERAL** Appraisal  Commercial Real Estate Analysis  Tax Assessment

Date of valuation: \_\_\_\_\_ Name of valuing entity: \_\_\_\_\_

Approximate Value (Existing Land & Improvements): \$ \_\_\_\_\_

Other Collateral (Property for sale, cash, assets, etc.) \$ \_\_\_\_\_

Total Collateral: \$ \_\_\_\_\_

Please list all property owned by the church:

1. Address: \_\_\_\_\_

County Tax #: \_\_\_\_\_ Value: \_\_\_\_\_

2. Address: \_\_\_\_\_

County Tax #: \_\_\_\_\_ Value: \_\_\_\_\_

Please attach a separate sheet if there are additional properties. CFC will request a preliminary Title Report based on the above information.

	<b>Membership</b>	<b>Worship Attendance</b>	<b>Sunday School Attendance</b>
Current Year	_____	_____	_____
Prior Year	_____	_____	_____
Prior Year	_____	_____	_____

**FINANCIAL INFORMATION**

	<b>General Fund Receipts</b>	<b>General Fund Expenses</b>	<b>Building Fund Receipts</b>
Current Year	_____	_____	_____
Prior Year	_____	_____	_____
Prior Year	_____	_____	_____

Current balance: Savings: \_\_\_\_\_ Building Fund: \_\_\_\_\_ Other (specify): \_\_\_\_\_

Missions giving: CP: \_\_\_\_\_ Assoc: \_\_\_\_\_ Local: \_\_\_\_\_ Other: \_\_\_\_\_

## CAPITAL CAMPAIGN/PLEDGE DRIVE INFORMATION

Current Campaign/Pledge Drive Began: \_\_\_\_\_ Amount Pledged: \_\_\_\_\_  
Term of pledges: \_\_\_\_\_ (months/yrs) Collected to date: \_\_\_\_\_  
Type of campaign: Outside consultant  (Firm: \_\_\_\_\_) In-house campaign

## CREDITOR INFORMATION

Total Existing Debt: \$ \_\_\_\_\_ Any past defaults?  yes  no

### Creditors

1. Name: \_\_\_\_\_ Outstanding Balance: \$ \_\_\_\_\_  
Address: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_  
\_\_\_\_\_ Phone #: \_\_\_\_\_
2. Name: \_\_\_\_\_ Outstanding Balance: \$ \_\_\_\_\_  
Address: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_  
\_\_\_\_\_ Phone #: \_\_\_\_\_

Please attach separate sheet if there are additional creditors.

## ADDITIONAL DOCUMENTATION

Please attach the following information to this application:

1. Letter of Request (explanation of purpose for loan)
2. Loan Application Fee (\$400 in NM; \$600 outside NM) may be refunded\*
3. Resume of Senior Pastor
4. Title search – with standard exceptions
5. Deed to property (if applicable)
6. Zoning map
7. Surveys: ILC, boundary
8. environmental report (EDR Screen or Phase I), if required
9. Appraisal or Commercial Real Estate Analysis of property
10. Digital photos of church property
11. Tax Assessor Report on property
12. Mortgage or Note ( if refinancing)
13. Copy of Articles of incorporation, By Laws and Statement of Faith (if non SBC)
14. Brief church history, List of Trustees/Board Members/Deacons
15. Current Certificate of Good Standing or Annual Report from Secretary of State /  
Public Regulation Commission
16. Copy of Annual Church Profile for last 3 years ( if SBC church)
17. Annual Profit & Loss ( Income & Expense) and Balance Sheets for the last 3 full years
18. Current year to date Profit & Loss and Balance Sheet

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19. Current and previous year annual budget
20. Congregational approval to apply for loan from CFC
21. Purchase agreement ( if purchasing property)
22. If Construction:
  - a. Preliminary drawings with detailed cost estimates
  - b. Contractor and Architect information; contracts or agreements
  - c. Information about volunteer labor
  - d. Project calendar – building completion schedule
23. Economic breakdown of congregation
24. Age demographics of congregation
25. Number of family units in congregation and tithing family units
26. Details of capital campaign. if any
27. Evidence of Insurance (liability, builder’s risk, etc.)

\*application fee will be refunded if CFC denies loan application

This Application was prepared by:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Please return application and supporting documentation to:

Church Finance Corporation  
2511 Wyoming Blvd NE  
Albuquerque, NM 87112

Or email to:

[info@churchfinancenm.org](mailto:info@churchfinancenm.org)

Or fax to: 505-332-2777