



LOAN APPLICATION

PO Box 23069 Jacksonville, Florida 32241-3069 www.floridabaptist.org	904-346-0325 Tel 800-780-0325 Toll Free 904-346-0414 Fax
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Date: _____

Loan Purpose: _____

Loan Amount Requested \$ _____

Borrowing Church _____

Address _____ City _____ State _____ Zip _____

County _____ Phone _____ Fax _____ Email _____

Mailing Address (if different) _____

Association _____ Is Church Incorporated? _____ Date Constituted _____ Year Joined SBC _____

Pastor's Name _____ Years in Present Pastorate _____ Bi-vocational? Yes No

Pastor's Home Phone: _____ Pastor's Cell Phone: _____ Pastor's Email: _____

PROPERTY INFORMATION (Must fill out a property evaluation form for each collateral property)

Address of property to be used as security: _____

Additional addresses of property to be used as security: _____

STATISTICAL INFORMATION (Suggested Source - Annual Church Profile)

Church year begins each: _____

Five year record by church year: 20__ 20__ 20__ 20__ YTD 20__

Thru _____ (mo.)

Resident Members					
Additions by Baptism					
Other Additions					
S.S. Avg. / Small Group Attendance					
AM Worship Avg. Attendance					

DEBT INFORMATION

Indebtedness to be retired with this loan:

Owed To:	Origination Date	Maturity Date	Original Balance	Current Present Balance	Current Monthly Payment	Interest Rate
1. _____						
2. _____						

Indebtedness that will continue: (Including copier and other equipment leases)

1. _____

2. _____

FINANCIAL INFORMATION

1. Has the church increased or decreased staff in the last 12 months? Yes No If yes, please note change - _____

2. In the last two years, has the church received any large one-time gifts? Yes No If yes, please note date, amount and income account:
Date: _____ Amount: _____ Account: _____
Date: _____ Amount: _____ Account: _____
Date: _____ Amount: _____ Account: _____
Date: _____ Amount: _____ Account: _____
3. In the last two years, has the church incurred any large one-time expenses? Yes No If yes, please note date, amount and income account:
Date: _____ Amount: _____ Account: _____
Date: _____ Amount: _____ Account: _____
Date: _____ Amount: _____ Account: _____
Date: _____ Amount: _____ Account: _____
4. Does the church have an ongoing building fund? Yes No If yes, please attach a 3 – 5 year history report of the fund
Does the church have an ongoing capital fund pledge program? Yes No If yes, please provide the following:
Date Started: _____ Duration of Program: _____ Amount Pledged: _____ Collected to date: _____
5. Is the church a party to any current or pending lawsuit? Yes No If Yes, please provide details of lawsuit: _____

6. Are there any circumstances or upcoming issues that could impact the financial stability of the church? Yes No If yes, please explain:

CONSTRUCTION INFORMATION

What is this loan for? Construction Renovation

Project Description: _____

Total square feet of construction: _____ sq. ft. Anticipated Start Date: _____

Have plans been submitted for approval: Yes No If yes, date of approval or expected approval: _____

Estimated Project Cost: _____ Loan Amount Requested: _____ Cash on Hand: _____

APPLICATION PROCESS

1. Complete the application information in detail.
2. Application must be accompanied by the following (Additional items may be requested). Please note your application cannot be processed without receipt of all requested information.
 - Detailed year-end Profit & Loss Statements for the past three fiscal years showing all undesignated income and expenses and designated income and expenses.
 - A copy of your current year-to-date Profit & Loss Statement showing all undesignated income and expenses and designated income and expenses
 - To assess any concentrations in giving, please list out the annual contribution totals for your top ten givers but please do not disclose their names.
 - Balance Sheet (This statement reflects all assets and liabilities)
 - Copy of church's current budget
 - Copies of last month's bank statement on all accounts
 - A brief church history
 - Pastor's resume
 - Briefly share how this request will serve to enhance your Gospel impact.
 - Pictures of the building(s) & land being used as collateral.
 - Copies of any contractual agreements such as loans, leases, maintenance contracts, and sales contracts.
 - Copy of Articles of Incorporation.
 - Copy of Church Constitution and By-Laws.
 - If purchasing property, copy of purchase contract and legal description for the property being purchased.
 - If new construction, copy of preliminary plans and specs and construction contract and construction budget.
 - On loans for construction or renovation, please include a brief narrative description of the main features of the finished project. Please also include the square footage of primary components, such as worship center, offices, classrooms, fellowship /multipurpose space, etc.
 - If a capital fundraising campaign is planned or in process, please include a description, sample materials, and/or any internal reports that you are using to track progress.
 - A Property Evaluation Form for each of the subject properties.
 - If new construction or new building, please project the following costs:

Utilities: _____ Insurance: _____ Property Taxes: _____

GENERAL LOAN CONDITIONS

1. Collateral: FBFS will require a first lien on all church property (land, improvements, and related personal property).
2. Documentation: Loan documents acceptable to FBFS and as required under applicable state law including, but not limited to, a note and first Mortgage, U.C.C. (Uniform Commercial Code), and an Estoppel agreement, if necessary.
3. Title and Title Insurance: Borrower must have fee simple title to the collateral property without encumbrances and must provide an ALTA (American Land Title Association) policy of title insurance in the loan amount and fully acceptable to FBFS.
4. Survey: Church must provide FBFS a current survey plat that is satisfactory to FBFS, prior to loan funding.
5. Hazard and Liability Insurance: Fire, wind and extended coverage and flood insurance (if applicable) will be required on insurable buildings and improvements included in the security property. Liability insurance at least in the amount of \$1,000,000, per occurrence will also be required. During any construction, builders risk insurance in an amount acceptable to CGIF must also be maintained.
6. Additional Debt: Church will have a limitation on incurring additional debt without FBFS's prior approval.
7. Compliance with Zoning and Building Laws: Security property must comply with all applicable zoning and building laws.
8. References: FBFS will contact your state and local associational offices for a reference on your church and to discuss information provided by you. FBFS is authorized to visit with these same contacts as needed, if a loan is granted, to review the church's operation, financial condition, and handling of its loan with FBFS.
9. Expenses: The church must bear all expenses relative to the loan and its closing. FBFS will also charge a fee on each loan.
10. Loan Eligibility: Each church must have been in harmony with and affiliated with the Florida Baptist Convention for at least one year prior to applying for a loan from FBFS.

CONTACT PERSON

Main Church Contact For Loan Process

Name: _____
 Title: _____
 Home Phone: _____
 Cell Phone: _____
 Other Phone: _____
 Fax: _____
 Email: _____

Additional Contact for Loan Process

Name: _____
 Title: _____
 Home Phone: _____
 Cell Phone: _____
 Other Phone: _____
 Fax: _____
 Email: _____

CERTIFICATION AND SIGNATURE

As officer(s) of the church, I/we have read the General Loan Conditions and fully understand the responsibility and requirements in securing a loan with FBFS. I/we also certify that all statements and information in this Application are correct and complete. The undersigned authorizes FBFS to make such inquiries and gather such information as deemed necessary concerning any information provided to FBFS on this application or on any such required documents. I/we also understand that all loan applications are subject to credit approval, collateral acceptability, and availability of FBFS funds.

Signed: _____

Signed: _____

Title: _____

Title: _____

Date: _____

Date: _____

The completed application along with items requested on previous page and the Property Evaluation can be submitted via email at kurt@floridabaptist.org or via mail/courier at the following addresses:

US Mail: PO Box 23069
 Jacksonville, FL 32241-3069

Courier (ie., Federal Express/UPS): 8383 Baymeadows Way
 Jacksonville, FL 32256