



Pre-Approval Checklist

- Loan Application Questionnaire
- Current year budget
- The last 12 months bank statements for all accounts
- Attach any rent or lease documentation
- Succession Plan
- Certificate of Financial Accuracy
- Pastor's resume and Church History
- Articles of Incorporation, and Bylaws or Constitution
- Business Meeting minutes and Board Resolution
- Congregation vote, if required by the Bylaws
- Any purchase agreements (if any)
- Copy of Property Appraisal (if any)
- Environmental Questionnaire
- Corporate resolution
- Statement of Faith (if needed)

Construction Checklist (if applicable)

- Contractor and Architect contract
- Contractor, Resume and Financial Statements
- Contractor Bid Sheet
- Project budget
- Project Plans



NORTHWEST CHRISTIAN C R E D I T U N I O N

CHURCH LOAN PRE-APPROVAL APPLICATION QUESTIONNAIRE

Your Loan Representative:

Mike Zagarella - 208.466.0916 ext. 2125

TOTAL AMOUNT NEEDED TO BORROW: _____

Pastor or CEO: _____ **Year Began:** _____

Telephone #: (____) _____ **Email Address:** _____

Home Address: _____
Street City State Zip

Name of Church or Organization: _____

Federal ID Number: _____ - _____

Address: _____
Street City State Zip

Telephone #: _____ **Web Address (if any):** _____

Is this organization applying for credit, from any other source: Yes No

With whom? _____

Contact Person (if other than Pastor): _____ **Position:** _____

Home #: _____ **Work #:** _____ **Cell #:** _____

Address: _____
Street City State Zip

Treasurer: _____ **Telephone # (____)** _____

Address: _____
Street City State Zip

Board Secretary: _____ **Telephone # (____)** _____

Address: _____
Street City State Zip

Board Chairman: _____ **Telephone # (____)** _____

Address: _____
Street City State Zip

Who are your professional Advisors?

Accountant: _____ **Telephone (____)** _____

Firm & Address: _____

Insurance Agent: _____ **Telephone (____)** _____

Firm & Address: _____

Real Estate Agent: _____

Firm & Address: _____ **Telephone: (____)** _____

Church Demographic Questionnaire: Please complete membership and attendance information.

Statistical growth trends:

Year _____, Average Attendance _____, Giving Units* _____.
Year _____, Average Attendance _____, Giving Units _____.
Year _____, Average Attendance _____, Giving Units _____.
Year _____, Average Attendance _____, Giving Units _____.

Explain any negative trends: _____

* An Individual or group (i.e. Family) that represents a single source of donation of \$1.00 or more.

Employees/Staff Total: _____

Pastor's: _____

Other Staff: _____

Volunteer's: _____

FINANCIAL DATA:

(Please provide: 1. Current year budget. 2. The last 12 months bank statements for all accounts)

Fiscal period ends: _____

CURRENT FINANCIAL DETAILS:

Own/mortgage *Rent, Lease* *(Please attach any rent or lease documentation)*

Current Rent or Lease amount: \$ _____

Financial Institution: _____

Month and Year Borrowed: _____

Term: _____

Payment Amount: _____

Interest Rate: _____

Payoff: Y or N (Circle one)

Financial Institution: _____

Month and Year Borrowed: _____

Term: _____

Payment Amount: _____

Interest Rate: _____

Payoff: Y or N (Circle one)

Sources of income:

Primary: _____

Secondary: _____

Others: _____

Top 5 donors (dollar amounts only) from last fiscal year:

1.	2.	3.	4.	5.
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SOURCES OF FINANCIAL STATEMENTS:

Externally prepared, compiled, or reviewed: by whom? _____

Internally prepared industry standard software: _____

Internally prepared according to custom format: _____

(Please include with to all financial statements attachment 1 signed and dated by Preparer or Pastor)

FINANCIAL RESOURCES FOR LOAN OR PROJECT: Please include a check for \$106 to open accounts associated with the loan - (if needed).

Funds available:

Any prior Northwest Christian Credit Union loan relationships? Yes or No

Bank Name	Type Account	Balance	Rate	Maturity/Closed

Where is your primary banking relationship? _____

Church out of area: _____

Minimum requirement is that Church savings/reserve fund be moved to NWCCU.

PROJECTED FUNDS:

1. From Capital Funds Campaign (CFC):
 - a. Date CFC conducted (mo/yr) _____
 - b. Length of pledge drive (in months): _____
 - c. Total amount of pledges: _____
 - d. Received to date: _____
2. Other income (pledges, matching gifts, etc.) \$ _____

ORGANIZATION AND LEADERSHIP:

Ministry History:

Denominational Affiliation: _____

Year established: _____

Other Historical Information: _____

Ministry Focus or Mission Statement:

Leadership Review: (Please submit Pastor's resume)

Is Pastor the founder? Yes No

Educational Background:

Undergraduate Degree: _____

Masters Degree: _____

Doctorate Degree: _____

Prior Church building/financing Experience: _____

Do you have a Succession plan or policy? Yes No **(If so, provide a copy)**

Do you have key man insurance? Yes No If yes, how much? _____

Articles of Incorporation: (Please submit copy of Articles of Incorporation)

Are you incorporated? Yes No

Legal Corporate name: _____

Date of original incorporation: _____

Officers to sign on all loan related documents: (Minimum of 2) (Attach copy of drivers license)

1. _____

2. _____

3. _____

4. _____

Does the secretary of state indicate that the corporation is active? Yes No

Type of Organization? Non-profit Corporation; Corporation for profit; Unincorporated

If unincorporated please explain: _____

Bylaws: (please attach Bylaws, district approval letter if required, and Corporate Resolution)

Date of last revision: _____

Higher authority approval required (district, etc.)? Yes No

Church organizational style: Board of Directors; Congregational Pastoral

To whom is the Board accountable? Board of Directors; Congregation Pastor

How are these people chosen? Congregational vote; Board vote; Appointed

If appointed, by whom are they appointed? _____

If there is a Board of Directors, how many people serve on the Board? _____

Do the Bylaws require congregational approval to incur debt? Yes No

Who is empowered to sign on behalf of the corporation to incur debt? _____

Are any Board members related by blood or marriage or on Staff? Yes No

Whom? _____

Current Board Leadership (other than officers named on page one, full names):

1. Member, _____ How Long? _____

2. Member, _____ How long? _____

3. Member, _____ How long? _____

4. Member, _____ How long? _____

5. Member, _____ How long? _____

6. Member, _____ How long? _____

7. Member, _____ How long? _____

Attach a separate sheet of paper if more than seven.

Minutes: (Please provide a signed copy of Church business and/or board meeting minutes (as bylaws require) authorizing the church to borrow from Northwest Christian Credit Union. Please include in the minutes as a minimum the items listed below.)

- Do the minutes indicate who was present? Yes No
 Do the minutes authorize the loan amount requested? Yes No
 Do the minutes offer the same collateral as listed on the application? Yes No
 Do the minutes authorize NWCCU as the lender? Yes No
 Do the minutes refer to the corporate resolution? Yes No
 Are the minutes signed and dated by the secretary or recording secretary? Yes No

Environmental Questionnaire: (Please provide an original copy of Environmental questionnaire signed by the same person/s that signed the application)

- Has a Phase I or other action been completed or recommended? Yes No
 Have two unrelated parties signed the Questionnaire? Yes No
 Are the signatures original signatures and not stamped, copied or faxed? Yes No
 Do you have a Christian school? Yes No
 If yes, has a copy of the AHERA report been completed? Yes No
 If yes, is the school abiding by an AHERA plan? Yes No

NATURE OF LOAN REQUEST

1. Refinance: Amount: \$ _____ Payment: \$ _____ Rate: _____ %

2. Purchase of land/site: Appraised Value: \$ _____ Date: _____

3. Purchase of site with existing Building: Price: \$ _____ Date: _____

(Attach any purchase agreements, if applicable)

Total fixed asset square footage: _____ *sf*

Lot/ Property Size: _____ *acres*

Kind of building on site: _____

Who will hold title on building: _____

4. Construction: **(Please complete Project Budget attachment 2)**

New Addition Renovation Other: _____

The nature and use of building being constructed: _____

Total square footage to be built: _____

Type of construction and frame: _____

Number of stories: _____ Present seating capacity: _____

Proposed seating capacity (if applicable): _____

CURRENT REAL ESTATE INFORMATION

(Please submit a copy of the most current appraisal, if applicable)

1. Property site: _____ acres; or _____ ft X _____ ft. Estimated land value: \$ _____

2. Main Church Building: Total Sq Ft _____ Est. Market Value \$ _____

3. Other Building/s (if separate): Total Sq Ft _____ Est. Market Value \$ _____

4. Parsonage: Total Sq Ft: _____ Est. Market Value \$ _____

5. Other land: _____ Est. Market value \$ _____

CONSTRUCTION INFORMATION (IF APPLICABLE):

(Please submit all construction related contracts, bids, etc. for Contractors or Architects)

Contractor Name: _____

Telephone # (_____) _____

Address: _____

Street

City

State

Zip

Time in business: _____

Reputation of contractor (i.e. has built churches previously, is known in the church, retired contractor, etc.) _____

Provide a copy of contractor resume: Attached Yes or No

Provide a copy of last 2 years contractor financial statement and balance sheet:

Attached Yes or No

Is there a contract agreement? Yes No (Provide a copy of the contract)

Is it a fixed-price contract? Yes No

Is a Performance Bond being required? Yes No

What is the contractor bonding capacity? _____

(Please provide lien waivers from any contractor that has completed any work to date)

Architecture:

Has the Church negotiated with an Architect? Yes No

Services to be provided: _____

Architect Name: _____ Telephone # (_____) _____

Address: _____

Street

City

State

Zip

Is contract complete? Yes No (If no please provide a copy of the contract)

Plans Submitted: _____ (Provide a copy of the Plans)

Proposed Construction Schedule:

Estimated date to begin construction: _____

Estimated completion date: _____

Are there any soil reports available? Yes No

Are building permits in place? Yes No

Signed,

Church Name: _____

By: _____

Print: _____

Title: _____

Date: _____

By: _____

Print: _____

Title: _____

Date: _____

PROJECT BUDGET

(Please complete all applicable items; where amounts are unknown, estimate)

	Paid Expenses	Unpaid Expenses
1. Purchase of land:	\$ _____	\$ _____
2. Demolition costs:	\$ _____	\$ _____
3. Soil testing: And/or topographical survey	\$ _____	\$ _____
4. Site development/ landscaping	\$ _____	\$ _____
5. Architects fee:	\$ _____	\$ _____
6. Loan fees/closing fees:	\$ _____	\$ _____
7. Capital Fund Campaign expenses	\$ _____	\$ _____
8. Legal fees:	\$ _____	\$ _____
9. Insurance (building/flood/fire, etc.)	\$ _____	\$ _____
10. Interest on borrowed money during construction:	\$ _____	\$ _____
11. Furnishings and equipment:	\$ _____	\$ _____
12. Construction cost - actual	\$ _____	\$ _____
- estimated		\$ _____
13. Contingency or retained funds Usually 10% of #12 above.	\$ _____	\$ _____
14. Performance & payment bond:	\$ _____	\$ _____
15. Consulting fees:	\$ _____	\$ _____
16. Other: _____	\$ _____	\$ _____
17. TOTAL UNPAID EXPENSES (line 1 thru 16)		\$ _____
18. TOTAL PAID EXPENSES (line 1 thru 16)		\$ _____
19. TOTAL PROJECT COSTS (line 18 & 19)		\$ _____

CERTIFICATE OF FINANCIAL STATEMENT ACCURACY

To: Northwest Christian Credit Union ("CREDIT UNION")

The attached document is the financial statement and/or tax return of _____, the undersigned, as of _____, and is the most recent such document prepared by or for the undersigned. It is furnished in connection with credit being extended by the Credit Union to the undersigned or a third party and to induce the Credit Union to permit the undersigned to become obligated to CREDIT UNION on notes, extensions of credit, endorsements, guarantees, security agreements, overdrafts and/or otherwise. The undersigned agrees to notify CREDIT UNION immediately of the extent and character of any material change in the undersigned's financial condition.

The undersigned agrees that all of the obligations of the undersigned to CREDIT UNION may, at the Credit Union's sole discretion, become immediately due and payable, without regard to any term or condition of any document evidencing any obligation and without demand or notice, in the event of any of the following: (a) if the undersigned, or any endorser or guarantor of any of the obligations of the undersigned, at any time fails, becomes insolvent, commits an act of bankruptcy, or dies; (b) if a writ of attachment, garnishment, execution or other legal process is issued against a material portion of the property of the undersigned; (c) if any act for the collection of delinquent taxes is taken against the undersigned by any federal, state or municipal government or any department thereof; (d) if any of the representations made, or information contained, in any financial statement and/or tax return submitted to CREDIT UNION or in its certification proves to be untrue; (e) if the undersigned fails to notify CREDIT UNION of any material change in the undersigned's financial condition, or if such change occurs; or (f) if the business, if any, or any interest therein, of the undersigned is sold.

The financial statement and/or tax return shall constitute a continuing representation by the undersigned and shall be construed by CREDIT UNION to be a continuing statement of the condition of the undersigned, and a new and original statement of all assets and liabilities of the undersigned upon each and every transaction in and by which the undersigned hereafter becomes obligated to CREDIT UNION until the undersigned advises the Credit Union in writing to the contrary. All sums at any time in any deposit account, as well as any other personal property of the undersigned in the Credit

Union's possession from time to time, shall be subject to the Credit Union's right of set-off and banker's lien for obligations owed to the Credit Union by the undersigned, to the fullest extent permissible by applicable law. The undersigned waives notice of any action taken by the Credit Union in enforcing those rights.

The undersigned certifies and declares under penalty of perjury that the attached statement and supporting schedules, both printed and written, gives, and all future statements and schedules submitted to the Credit Union shall give, a complete and correct statement of the financial condition of the undersigned as of the date indicated above (and, as to future statements or schedules, the date the document is given to the Credit Union) and on the date of the statement or schedules, and that no material change in the financial condition depicted on the statement or schedules has occurred since its date, except those set forth in writing to the Credit Union.

The Credit Union may (a) verify with third parties any information contained in the attached documents, (b) obtain information from others and (c) ask and answer questions and requests seeking credit experience and financial information about the undersigned.

Signed: _____ Dated: _____