

## LOAN APPLICATION

*Before completing this application, be sure to obtain the following documents for inclusion. All documents and all parts of the application must be completed*

1. **Number of giving units for the current year and preceding three years.**
2. **Average weekly offerings for the current year and preceding three years.**
3. **Balance sheet for current year and preceding three years.**
4. **Income and expense statements for the current year and preceding three years.**
5. **If requesting a re-finance, include original loan contract and current loan statement.**
6. **Current court filing of trustees.**
7. **Current year insurance company certificate of insurance valuation.**
8. **Copy of city/county property tax assessment.**
9. **Legal description of property.**
10. **Brief history of the church.**
11. **Minutes of trustee meeting approving the requested loan.**
12. **Pastor consent form.**
13. **District superintendent consent form.**
14. **Copy of proposed work order, contract, and name and telephone of contractor *(if applying for a construction loan)***

<b>Loan requested:</b>	Refinance	Construction	Capital Improvement	Property Acquisition
<b>Amount requesting:</b>	\$ _____	<b>Date needed:</b>	_____	<b>Collateral value:</b>
				\$ _____

Church mission statement: \_\_\_\_\_

How this loan supports the church's mission statement: \_\_\_\_\_

### CHURCH INFORMATION

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Pastor's name: \_\_\_\_\_ Phone: \_\_\_\_\_

District Superintendent name: \_\_\_\_\_ Phone: \_\_\_\_\_

### CONTACTS

Title	Name	Phone	Email
Chairman, Board of Trustees:	_____	_____	_____
Secretary, Board of Trustees:	_____	_____	_____
Sec., Charge/Church Conference:	_____	_____	_____
Chairman, Finance Committee:	_____	_____	_____
Financial Secretary:	_____	_____	_____
Business Administrator:	_____	_____	_____

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<b>Date received:</b> _____	<b>Received by:</b> _____
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**LOAN REPAYMENT PLAN**

**Payment Plan:** **Current Capital Campaign** **Future Capital Campaign** **Monthly Payments**

**INVESTMENTS**

**Does the church have investments with:** **Virginia United Methodist Foundation** **Virginia United Methodist Development Co.**

**APPORTIONMENTS**

**Are the last 3 years of apportionments paid in full?** **Yes** **No** *(if no, please explain)*

**YEARLY ACTUALS**

	<b>Current year</b>	<b>Last year</b>	<b>Previous year</b>	<b>Previous year</b>
<b>Regular income:</b>				
<b>Special income:</b>				
<b>Operating expenses:</b>				
<b>Annual debt:</b>				
<b>Total debt:</b>				
<b>Operating cash balance:</b>				
<b>Other cash balance:</b>				
<b>Church complex value:</b>				
<b>Other assets value:</b>				
<b>Apportionments:</b>				
<b>Percent paid:</b>				
<b>Membership:</b>				
<b>Average worship attendance:</b>				
<b>Average Sunday School attendance:</b>				
<b>Full-time staff:</b>				

**REQUIRED SIGNATURES**

\_\_\_\_\_  
**Printed title & name of submitter**

\_\_\_\_\_  
**Signature of submitter**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed name of Finance Chair**

\_\_\_\_\_  
**Signature of Finance Chair**

\_\_\_\_\_  
**Date**

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