

PRESBYTERIAN INVESTMENT & LOAN PROGRAM

100 Witherspoon Street * Louisville KY 40202-1396

(800) 903-7457 * website: pilp.pcusa.org

email: loan.help@pcusa.org

LOAN APPLICATION

DATE (MM/DD/YYYY): _____

SECTION A: GENERAL INFORMATION ABOUT BORROWER

BORROWER'S NAME AS LISTED ON ARTICLES OF INCORPORATION OR LATEST AMENDMENT TO ARTICLES OF INCORPORATION

STREET ADDRESS CITY ST ZIP

MAILING ADDRESS IF DIFFERENT THAN STREET ADDRESS CITY ST ZIP

PHONE FAX COUNTY CHARTER DATE (MM/YYYY)

LOAN AMOUNT REQUESTED LOAN TERM (YEARS) DESIRED CLOSING DATE CONSTRUCTION BEGINS FUNDS NEEDED BY

If church, whose name is on the title to the church property? Church Presbytery

What type of collateral will be used to secure the loan? Mortgage on Property Marketable Securities

Estimated value of land and buildings _____ Number of acres _____

PURPOSE OF LOAN (CHECK ALL THAT APPLY)

NEW CONSTRUCTION

- SANCTUARY
- CHRISTIAN ED SPACE
- MULTI-PURPOSE BLDG
- ENERGY EFFICIENCY
- ACCESSIBILITY

RENOVATIONS/REPAIRS

- SANCTUARY
- CHRISTIAN ED SPACE
- MULTI-PURPOSE BLDG
- ENERGY EFFICIENCY
- ACCESSIBILITY
- SAFETY & TECHNOLOGY
- DISASTER RELIEF

PURCHASE

- EXISTING BLDG
- LAND/SITE
- NCD SITE

REFINANCE

- EXISTING MORTGAGE
- BOND ISSUE
- CONSTRUCTION LOAN

OTHER PURPOSE OF LOAN _____

FOR OFFICE USE ONLY

DATE RECEIVED

PIN NUMBER

PRESBYTERY NAME

SYNOD NAME

PASTOR/LEADERSHIP INFORMATION

PASTOR/LEADERSHIP _____ START DATE _____

PHONE _____ EMAIL _____

How many head pastors have served this church (exclude interims and associates)? _____

If current tenure less than 5 years, list previous call:

CHURCH, CITY, ST _____ FROM (YYYY) _____ TO (YYYY) _____

CHURCH, CITY, ST _____ FROM (YYYY) _____ TO (YYYY) _____

CONTACT FOR LOAN APPLICATION

NAME _____ TITLE _____

PHONE _____ EMAIL _____

CLERK OF SESSION

NAME _____

PHONE _____ EMAIL _____

APPLICANT'S ATTORNEY INFORMATION

APPLICANT'S ATTORNEY _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ EMAIL _____

CHECK HERE IF YOU WOULD LIKE COPIES OF LEGAL DOCUMENTS SENT TO YOUR ATTORNEY FOR REVIEW.

BORROWER'S INSURANCE INFORMATION

AGENCY NAME _____ AGENT'S NAME _____

PHONE _____ FAX _____ EMAIL _____

SECTION B: COMMUNITY DEMOGRAPHIC INFORMATION

Factors expected to contribute to the growth or decline of your parish/community's population and economy.

CHURCH DEMOGRAPHICS - CHECK ALL THAT APPLY

- | | |
|---|--|
| <input type="checkbox"/> NEW CHURCH DEVELOPMENT <10 YEARS OLD | <input type="checkbox"/> RURAL/SMALL TOWN |
| <input type="checkbox"/> SUBURBAN | <input type="checkbox"/> FEDERATED/UNION CHURCH |
| <input type="checkbox"/> URBAN | <input type="checkbox"/> MATTHEW 25 CHURCH/GROUP |

PREDOMINANT ETHNICITY OF MEMBERS - STATISTICAL PURPOSES ONLY

- | | | |
|---|--|--|
| <input type="checkbox"/> AFRICAN-AMERICAN | <input type="checkbox"/> MIDDLE EASTERN | <input type="checkbox"/> KOREAN-AMERICAN |
| <input type="checkbox"/> White | <input type="checkbox"/> NATIVE AMERICAN | <input type="checkbox"/> OTHER ASIAN _____ |
| <input type="checkbox"/> HISPANIC/LATINO | <input type="checkbox"/> MULTI-CULTURAL | <input type="checkbox"/> OTHER _____ |

SECTION C: CHURCH STATISTICAL INFORMATION

If your church participates in the General Assembly's Annual Statistical Report each year, the historical data for membership and average weekly attendance may be found on line at <https://church-trends.pcusa.org/church/search/>. From this page you can find your congregation. On subsequent page you have an option to view statistical information about your church if it has been submitted.

CHURCH MEMBERSHIP

| | |
|------|-------|
| 2020 | _____ |
| 2021 | _____ |
| 2022 | _____ |
| 2023 | _____ |
| 2024 | _____ |

AVERAGE WEEKLY ATTENDANCE

| | In Person | Online |
|------|-----------|------------|
| 2020 | _____ | 2020 _____ |
| 2021 | _____ | 2021 _____ |
| 2022 | _____ | 2022 _____ |
| 2023 | _____ | 2023 _____ |
| 2024 | _____ | 2024 _____ |

ESTIMATED MEMBERSHIP BY AGE CATEGORIES

| | |
|------------|-------|
| % UNDER 45 | _____ |
| % 45 TO 65 | _____ |
| % OVER 65 | _____ |

What year was the membership roll last purged? _____

PLEDGE INFORMATION - OPERATING BUDGET

| | 2 YEARS AGO | LAST YEAR | CURRENT YEAR |
|--|-------------|-----------|--------------|
| Number of potential pledging units in church | _____ | _____ | _____ |
| Number that actually pledge | _____ | _____ | _____ |

SECTION D: SOURCES OF REPAYMENT AND OTHER DEBT

BUILDING FUND CAMPAIGN

1. Total pledged to capital campaign _____ over _____ years. Number of pledges _____
2. Pledges will be paid over what period? from _____ to _____
3. Was your capital campaign directed by a professional campaign service? YES NO
4. If yes, what campaign service was used? _____
5. Are future building fund campaigns planned? YES NO
6. If yes, what are the dates? from _____ to _____
7. In prior capital campaigns, what percent of money pledged was actually received? _____
8. If you have not had a campaign recently, please check this box.

PROJECTED NEW LOANS TO FUND THIS PROJECT (If exact information is not known, use anticipated information.)

| LENDER | AMOUNT | LOAN RATE | TERM OF LOAN (years) | MONTHLY PAYMENT |
|----------------|--------|-----------|----------------------|-----------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| TOTALS: | | | | _____ |

CURRENT DEBT - LIST ALL CURRENT LOANS (Check any loans to be paid by new ILP loan.)

| LENDER | ORIGINAL AMOUNT | CURRENT BALANCE | MONTHLY PAYMENT | MATURITY DATE | LOAN RATE |
|----------------|-----------------|-----------------|-----------------|---------------|-----------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| TOTALS: | | | | _____ | _____ |

SECTION E: SITE LOAN DATA (fill in only if loan request is for land purchase)

SELECT ONE:

- NEW CHURCH DEVELOPEMENT SITE RELOCATION SITE (ATTACH EXPLANATION REGARDING DISPOSITION OF CURRENT PROPERTY) ADDITION TO CURRENT SITE

HOW WILL SITE BE USED?

REQUIRED ATTACHMENTS - SITE LOAN ONLY

1. SOIL TEST RESULTS FOR COMPACTION AND PERCOLATION
2. CONTRACT OF SALE (IF AVAILABLE)
3. REAL ESTATE CLOSING DOCUMENTS (IF PURCHASE HAS BEEN COMPLETED, FORWARD CLOSING STATEMENT, DEED)
4. PROOF OF ZONING COMPLIANCE
5. APPRAISAL WILL BE REQUIRED BEFORE LOAN CAN BE CLOSED

SECTION F: FINANCIAL PLAN - PROJECT COSTS & SOURCES OF FUNDS

FOR PURCHASE OF A SITE OR EXISTING BUILDING

- 1. PURCHASE PRICE OF BUILDING/SITE 1. _____
- a. AMOUNT OF SQUARE FOOTAGE IN BUILDING a. _____
- b. NUMBER OF ACRES OF SQUARE FOOTAGE OF LAND b. _____
- c. APPRAISED VALUE - ATTACH COPY OF APPRAISAL c. _____

FOR CONSTRUCTION, RENOVATIONS OR REPAIRS

SIZE - IN SQ. FT. _____ COST PER SQ. FT. _____

- 1. CONSTRUCTION CONTRACT PRICE ESTIMATED FIRM 1. _____
- 2. ARCHITECT'S FEES 2. _____
- 3. FURNISHINGS, EQUIPMENT, PARKING, PAYMENT & PERFORMANCE BONDS, INSURANCE - 10% OF CONTRACT PRICE SUGGESTED 3. _____
- 4. CONTINGENCIES - 15% OF CONSTRUCTION CONTRACT PRICE SUGGESTED 4. _____
- 5. OTHER ANTICIPATED EXPENSES _____ 5. _____
- 6. TOTAL PROJECT COST 6. _____

RESOURCES TO FUND PROJECT

CHURCH'S CASH & PLEDGE RESOURCES

- 1. CASH ON HAND FROM CAPITAL CAMPAIGN PLEDGES 1. _____
- 2. CASH ON HAND FROM OTHER SOURCES - SPECIFY SOURCE _____ 2. _____
- 3. CASH ALREADY EXPENDED ON THE PROJECT 3. _____
 - a. FROM CAPITAL CAMPAIGN PROCEEDS 3a. _____
 - b. FROM OTHER RESOURCES 3b. _____
- 4. ADDITIONAL FUNDS FROM CAPITAL CAMPAIGN TO BE SPENT DURING CONSTRUCTION 4. _____

GIFTS & GRANTS

- 5. PRESBYTERY GIFTS & GRANTS 5. _____
- 6. SYNOD GIFTS & GRANTS 6. _____
- 7. OTHER GIFTS & GRANTS _____ 7. _____

OTHER LOANS TO FUND THIS PROJECT

- | | YEARS @ | INTEREST | MO/PMT | |
|--------------------------------|---------|----------|--------|-----------|
| 8. PRESBYTERY LOAN | _____ | _____ | _____ | 8. _____ |
| 9. SYNOD LOAN | _____ | _____ | _____ | 9. _____ |
| 10. BANK (COMMERCIAL) MORTGAGE | _____ | _____ | _____ | 10. _____ |
| 11. OTHER LOANS | _____ | _____ | _____ | 11. _____ |
| SPECIFY LENDER _____ | | | | |

- 12. TOTAL RESOURCES - TOTAL ITEMS 1 - 11 12. _____
- 13. LOAN AMOUNT NEEDED (TOTAL PROJECT - TOTAL RESOURCES) 13. _____
- 14. GRAND TOTAL RESOURCES (LINE 12 PLUS 13 - SHOULD EQUAL PROJECT COST LINE 6) 14. _____

SECTION G: AUTHORIZATION

CHURCH/BORROWER

We, the undersigned, hereby certify that all statements made herein, are applicable to the organization for which we are signing and are true and correct to the best of our knowledge and belief. We further certify that this application is submitted with the full knowledge and approval of the official governing board we represent.

We also grant permission to the Presbyterian Church (U.S.A.) Investment and Loan Program, Inc., if the loan is funded in whole or in part by investor funds, to use our name and loan information in the production of the Presbyterian Investment & Loan Program's informational brochures and promotions, including but not limited to, interviews with the press and list sent to the investors or potential investors.

We also agree to periodically place in the congregation (or governing body) newsletters, bulletin inserts and other communication vehicles material promoting the Presbyterian Investment & Loan Program that will include information provided by or preapproved by the Program.

IT IS REQUIRED THAT A COPY OF THIS LOAN APPLICATION BE FORWARDED TO YOUR PRESBYTERY AND SYNOD, WHEN APPLICABLE.

AUTHORIZED SIGNATURE

CLERK OF SESSION OR AUTHORIZED SIGNATURE

TYPED OR PRINTED NAME AND TITLE

TYPED OR PRINTED NAME AND TITLE

DATE

DATE

PRESBYTERY

RE: LOAN APPLICATION FOR _____

ON _____ (DATE) THE PRESBYTERY OF _____ IN ACCORDANCE WITH THE POLICIES OF THE INVESTMENT & LOAN PROGRAM AND ITS OWN PROCEDURES:

* REVIEWED AND APPROVED THIS PROJECT AS TO ITS MISSION FOR THE BORROWER AND/OR THE GOVERNING BODY *
REVIEWED AND APPROVED THE FINANCIAL PLAN AS FISCALLY RESPONSIBLE: * AGREED TO MONITOR THE APPLICATION OF THE EQUAL EMPLOYMENT OPPORTUNITY POLICY OF THE GENERAL ASSEMBLY AS APPROPRIATE TO THIS PROJECT: * HAS/WILL AGREE (D) AT ITS LAST/NEXT SCHEDULED MEETING HELD ON/TO BE HELD ON _____ (DATE) TO GUARANTEE/CO-SIGN THE LOAN (S) AND TO ASSUME REPAYMENT RESPONSIBILITY IN THE EVENT OF LOAN DEFAULT.

PRESBYTERY EXECUTIVE/STATED CLERK

DATE

SYNOD - Not required in Synods of Mid-Atlantic, Northeast, South Atlantic, Southern California and Hawaii, or Trinity

ON _____ (DATE) THE SYNOD OF _____ ENDORSED THIS APPLICATION FOR FUNDING AS REQUESTED (SYNOD ENDORSEMENT IS REQUIRED FOR ALL LOAN APPLICATIONS INCLUDING LOANS TO PRESBYTERIES, EXCEPT AS STATED ABOVE).

SYNOD EXECUTIVE/STATED CLERK

DATE

APPLICATION SUBMISSION CHECKLIST

BORROWER WILL PROVIDE THESE ITEMS WITH THE COMPLETED APPLICATION:

- Financial statements for last 3 years (balance sheet, income & expenses) signed by treasurer/bookkeeper
- List of cash or liquid assets not disclosed in financial statements
- Most recent financial statement for current year
- Current year annual budget
- Proposed budget for next year, if available
- Proposed repayment plan
- Brief description of project scope & objectives
 1. How will project help the borrower accomplish its mission goals & objectives?
 2. Does the project include plans to improve accessibility (physical, auditory, visual)?
 3. Does the project include plans to improve the energy efficiency of your facilities?
- If available at time of submission (required to close loan)
 - Copy of bylaws plus any amendments certified by borrower's secretary
 - Copy of articles of incorporation plus any amendments certified by borrower's secretary
- If construction loan, include architect's drawings showing floor plan and elevations (file size)
- If construction loan, a copy of construction contract when available. Signed contract required before closing.

AFTER LOAN APPROVAL - REQUIREMENTS FOR CLOSING THE LOAN

PRESBYTERIAN INVESTMENT & LOAN (ILP) WILL PREPARE THESE ITEMS (AFTER LOAN APPROVAL):

- Commitment letter - provided for your signature after loan approval
- All title work & title commitment
- Mortgage/deed of trust
- Promissory note
- Presbytery guaranty agreement - this document will be sent to your presbytery
- Presbytery approval resolutions - this form will be sent to your presbytery by ILP
- Affidavit & certificate of incumbency

BORROWER WILL PROVIDE TO ILP (AFTER LOAN APPROVAL):

- If not already submitted
 - Copy of bylaws plus any amendments certified by borrower's secretary
 - Copy of articles of incorporation plus any amendments certified by borrower's secretary
- Certified congregation & corporation resolutions to approve borrowing
- Evidence that lender has been added as additional insured, loss payee & mortgagee to insurance policy
- Appraisal (required for purchase contracts) or appraisal checklist
- Evidence of zoning compliance
- State certificate of good standing/certificate of existences
- Environmental assessment checklist or phase 1 environmental audit

IF THIS IS A CONSTRUCTION LOAN, THE FOLLOWING ADDITIONAL ITEMS ARE REQUIRED:

- Payment & performance bonds • ordinarily for projects over \$1 million
- Property survey • if required to lift exceptions to title insurance
- Copy of signed construction contract • must have prior to closing
- Builder's risk insurance

Clare Lewis
President & CEO
800.903.7457 ext 5865
clare.lewis@pcusa.org

Clayton Thomas VP of
Sales & Relationship Mgt.
800.903.7457 ext 5033
clayton.thomas@pcusa.org

Catherine Lynch
Relationship Manager
866-261-3530
catherine.lynch@pcusa.org

Sung Park
Relationship Manager
502-297-4644
sung_park@pcusa.org

Linda Sharp
Relationship Manager
502-823-9784
linda.sharp@pcusa.org

SUBMIT SIGNED APPLICATION ALONG WITH DOCUMENTS FROM APPLICATION SUBMISSION CHECKLIST:

**PRESBYTERIAN INVESTMENT & LOAN PROGRAM
100 WITHERSPOON ST LOUISVILLE KY
40202-1396**