

CHEROKEE PRESBYTERY LOAN APPLICATION FORM

According to the Book of Order (G-8.0501), whenever a church sells, mortgages, or encumbers real property, the session, congregation AND presbytery must give approval. Presbytery's Mission Support Team will review all real estate proposals and make recommendations to presbytery concerning loans, mortgages, and encumbering real estate (existing property or new purchase).

Name of Church: _____ City: _____
Your Name: _____ Daytime Telephone: _____

Type of Project (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Land or building acquisition | <input type="checkbox"/> New building construction |
| <input type="checkbox"/> Expansion of present building | <input type="checkbox"/> Renovation of present building |
| <input type="checkbox"/> Refinancing of indebtedness | <input type="checkbox"/> Other: |

BRIEF DESCRIPTION OF PROJECT

1) Land or building acquisition should include: acreage, location, type of construction, size of building, purpose, and cost. New building construction and expansion/renovation of present building should include: type of construction, size of building, purpose, cost. Refinancing of indebtedness should include names of lending institutions, terms of loans, church's debt service plan for refinancing, etc.

CAPITAL FUNDS CAMPAIGN

2) Please summarize your capital funds campaign. If you have not yet conducted your campaign, do you plan to utilize the services of General Assembly's Church Financial Campaign Service?

Yes No.

PLEDGES AND EXPENSES

- 3) \$ _____ Cost of this project (including acquisition, construction, renovation, etc.)
- 4) \$ _____ Cost of debt service (Line 18B + 19B).
- 5) \$ _____ Add Lines 3 - 4.
- 6) \$ _____ Amount of pledges secured (or anticipated) by a capital funds campaign. (If the campaign has not yet been completed, indicated the amount of pledges anticipated.)
- 7) \$ _____ Amount of cash in hand for this project from sources other than Line 6.
- 8) \$ _____ Amount needed from additional campaign, financial aid or other sources.
- 9) \$ _____ Add Lines 6 - 8. This Line should equal Line 5.
- 10) \$ _____ Amount members gave to the annual budget during the last full year.

Other considerations concerning pledges and expenses:

DATES

- 11) _____ Dates (or anticipated dates) of the capital pledge campaign.
- 12) _____ Date (or anticipated date) of session approval. (Attach minutes).
- 13) _____ Date (or anticipated date) of Congregational approval. (Attach minutes).
- 14) _____ Date church desires final approval of presbytery. Please allow a minimum of two months for review by the presbytery staff and the Board of Trustees.
- 15) _____ Anticipated date for construction start.
- 16) _____ Today's date.

FINANCE INFORMATION

The presbytery's Mission Support Team requires churches to consider at least three financing options before reaching a final decision. One of these options must be the Presbyterian Investment and Loan Program (which can be reached by calling 800-903-7457). Please list the dates and names of the three companies with whom your session (or appropriate committee) has met:

17) Name of Financing Company	Date
1. Presbyterian Investment and Loan Program	
2.	
3.	

- 18A) \$ _____ Amount of principal to be financed.
- 18B) \$ _____ Amount of interest to be paid.
- 18C) \$ _____ Amount of balloon payment due at the end of year .
- 18D) _____ % Interest Rate.
- 18E) _____ Number of months.
- 18F) \$ _____ Amount of each monthly payment.

Other terms:

SUPPORTING INFORMATION

All applications (*except applications for refinancing*) should attach copies of the following:

- 19) Copies of the church's statistical report to General Assembly for the past three years.
- 20) Copies of the church's balance sheet (showing all assets and liabilities) for the past three years.
- 21) The church's budget and financial statements for the current year.
- 22) Number of current pledging units and amount of average pledge.
- 23) Summary of deeds and title insurance for all real estate owned by the church; summaries of any outstanding mortgages, notes or loans.
- 24) List of all insurance policies (along with a summary sheet for each).
- 25) For loans involving purchase of property, include a copy of the contract for sale.

ADDITIONAL INFORMATION

Some application may be required to attach copies of the following:

- 26) Construction contracts
- 27) Insurance coverage
- 28) Appraisal
- 29) Zoning
- 30) Title insurance
- 31) Environmental Assessment
- 32) Survey

4. APPRAISAL CHECKLIST

(To be completed only if formal appraisal is not required)

- 1. Congregation _____ Date _____
- 2. Property Address _____

City _____ State _____ Zip _____

CITY DATA

3. Location of Property: Urban Suburban Rural

NEIGHBORHOOD DATA

4. Availability of utilities Electricity Gas Water Sanitary Sewer

5. Average value of residential property in the surrounding area: \$ _____

Land use and zoning of surrounding area:

6. Residential Commercial Industrial Other _____

Zoning of church property:

7. Residential Commercial Industrial Other _____

PHYSICAL PROPERTIES

8. Lot size - in acres _____

	<u>Date Purchased</u>	<u>Original Cost</u>	<u>Present Value</u>
9. Land	_____	\$ _____	\$ _____
10. Church	_____	_____	_____
11. Parsonage	_____	_____	_____
12. Other	_____	_____	_____
13. Subtotal	_____	_____	_____
14. Educational Unit	_____	\$ _____	\$ _____
Total	=====	\$ =====	\$ _____

Authorized Signature

Typed Name: _____

Note: Attach a copy of the declaration page from your current fire and extended insurance policy showing types and coverage limits.

5. ENVIRONMENTAL ASSESSMENT CHECKLIST

Please assist us in collecting information about your property with regard to potential environmental contamination. This checklist is required as part of the credit approval process. The Lender has the right to require an environmental audit by a qualified environmental inspection firm. All of these steps are intended to protect you and the Lender from potential liability. We appreciate your cooperation.

1. Borrower Name: **PRESBYTERIAN CHURCH**

Address: _____

2. Subject Property Address: _____

3. Describe the present or proposed use of this property:

4. Describe all known past uses of this property:

4a. To the best of your ability, identify all past owners, tenants, or persons who have used this property:

5. If non residential, describe the present uses of adjacent property:

North: Present: _____

East: Present: _____

South: Present: _____

West: Present: _____

(Please circle Y or N for yes or no)

6. Are you aware of:

a. The existence of any wells or drilled shafts on the subject property? Y N

b. (1) The existence of any above ground or underground chemical, fuel or oil storage tanks or transmission lines (pipes) on the subject property and (2) if such tanks are present, have they been registered with the State or EPA? Y N

- c. The existence of any buried or surface solid waste or trash on the subject property? Y N
- d. Liquids that have ever been spilled or disposed of on the property? Y N

If yes to any of the above, please explain:

7. Is the subject property currently used for or has it ever been used (i.e. manufacturing, handling, storage, sales, transportation, disposal, etc.) for any of the following business purposes or products:

- | | | | | | |
|--|---|---|---------------------------------------|---|---|
| 1. Food canning, preserving or processing | Y | N | 2. Repair or maintenance of vehicles | Y | N |
| 3. Service station | Y | N | 4. Cement or cement products | Y | N |
| 5. Paint or decorating supplies | Y | N | 6. Batteries/transformers | Y | N |
| 7. Photo Processing | Y | N | 8. Printing | Y | N |
| 9. Electroplating | Y | N | 10. Chemicals | Y | N |
| 11. Metal fabrication | Y | N | 12. Pest control | Y | N |
| 13. Fertilizers | Y | N | 14. Agricultural use | Y | N |
| 15. Swimming pool supplies | Y | N | 16. Funeral homes | Y | N |
| 17. Dry cleaning | Y | N | | | |
| 18. Asphalt or other petroleum products | Y | N | 19. Furniture refinishing | Y | N |
| 20. Asbestos or asbestos products | Y | N | 21. Soaps and detergents | Y | N |
| 22. Leather tanning or finishing | Y | N | 23. Glass and glass products | Y | N |
| 24. Rubber | Y | N | 25. Timber and paper | Y | N |
| 26. Plastics and synthetics | Y | N | 27. Pharmaceuticals or cosmetics | Y | N |
| 28. Mfg. computer hardware/circuit boards | Y | N | 29. Radioactive materials | Y | N |
| 30. Explosives or fireworks | Y | N | 31. Chemical, bio or nuclear research | Y | N |
| 32. Disposal of waste/ recycling of any kind | Y | N | | | |

If the answer is yes to any of the uses listed in #7, please explain on a separate sheet.

8. Has the subject property ever been used for the creation, manufacture, storage, handling, transportation, or disposal of hazardous waste or hazardous substances? Y N
9. Was any portion of the subject property created or modified by dredging or landfill? Y N
10. Has the subject property ever been mined for oil, gas or any other minerals? Y N
11. Were the buildings or other structures on the subject property constructed prior to 1979? Y N
12. Was asbestos or asbestos containing products used in construction of those structures? Y N
13. Are there any electrical transformers or capacitors in any of the buildings on the subject property? Y N

If yes, have the transformers or capacitors been tested for toxic chemicals such as PCB's?

14. Have you ever received notice from a local, state, or federal agency relating to any of the following:

- | | | | |
|-----|--|---|---|
| (a) | a Superfund or CERCLA claim? | Y | N |
| (b) | a notice of violation relating to any environmental law? | Y | N |
| (c) | a notice or claim relating to an underground storage tank? | Y | N |

15. Is the activity that the property is being used for in compliance with all environmental permits and laws? If no, please explain. Y N

16. Are there any claims or lawsuits pending involving the property or the business that relate to environmental contamination or the discharge of emission or exposure to hazardous substances? Y N

If yes to any of the above, specify which portion and explain further, also attach any relevant documents:

The undersigned certifies that they have read the information contained herein and answered each question truthfully to the best of their ability. It is understood and agreed that the Borrower has an obligation to inform the Program of any changes in the information given above.

PRESBYTERIAN CHURCH

By: _____
Authorized Signature

Date: _____