

PRELIMINARY MINISTRY LOAN QUESTIONNAIRE

MINISTRY INFORMATION

Federal Tax ID _____

Legal Name of the organization _____ Year Founded _____

Street Address (do not use a P.O. Box) _____ City _____ State _____ Zip _____

Name of Senior Pastor _____ Is the Pastor the Founder? _____ If not, when did they assume the Pastorate? _____

Contact Person For This Request _____ Title _____ Phone Number _____

Cell Phone _____ Fax _____ Email Address _____

Web Address Of Church (if any) _____

LOAN REQUEST INFORMATION

\$ _____ \$ _____
LOAN AMOUNT REQUESTED Cash On Hand For Project (If Any)

PURPOSE OF THE LOAN *(Check all that apply & provide estimated amount needed for each)*

- Use of Funds:**
- Refinance Existing Debt... \$ _____
 - Purchase Existing Land & Facilities... \$ _____
 - Purchase Land... \$ _____
 - New Construction at Present Site... \$ _____
 - New Construction at New Site... \$ _____
 - Renovations of an Existing Facility... \$ _____
 - Replace Existing Construction Financing... \$ _____
 - Cash Out For Operations... \$ _____
 - Pay For Loan Costs... \$ _____
 - Other... _____ \$ _____
- Please Check Each That Apply and Enter The Amount For Each.

If you are PURCHASING or BUILDING a new facility, do you need to sell your current property? Yes No

Are there any time constraints or funding deadlines? If yes, please provide the date and briefly describe the situation below:

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CHURCH ATTENDANCE

	Current Year	Previous Year	Two Years Previous
Average Weekly Adult Attendance	_____	_____	_____
Number of Families Represented	_____	_____	_____

SCHOOL ENROLLMENT (if applicable)

	Current Year	Previous Year	Two Years Previous
Daycare	_____	_____	_____
Preschool	_____	_____	_____
Elementary	_____	_____	_____
Jr. High/Middle	_____	_____	_____
High School	_____	_____	_____
College	_____	_____	_____

EMPLOYEES OF THE CHURCH (if any)

Full time _____ Contract (1099) _____ Volunteers _____
Part time _____ Interns (Non Paid) _____ Other _____

DENOMINATIONAL AFFILIATIONS (if any)

Does The Church Have Any Denominational Affiliations? Yes No *If No, proceed to the PROPERTY INFORMATION section below*

If Yes, What is the name of the denomination or regional authority? _____

Does the Ministry's Denomination require that the Ministry obtain approvals to undertake new projects? Yes No

If Yes, has an approval been granted Yes No

Does the Ministry's Denomination require that the Ministry obtain approvals to borrow funds? Yes No

If Yes, has an approval been granted Yes No

Does the denomination hold title to ministry properties? Yes No

Is the denomination responsible for ministry debts? Yes No

Does the denomination control the term or placement of the Senior Pastor? Yes No

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PROPERTY INFORMATION

List ALL Properties Owned By This Ministry (if applicable)

Property Address <i>Include City, State & Zip</i>	Type of Property <i>Example: Main Church Facility, Parsonage, Raw Land Etc.</i>	Estimated Market Value of This Property	Amount of Remaining Mortgages on This Property	Monthly Mortgage Payment

List ALL Properties Currently Leased By This Ministry (if applicable)

Property Address <i>Include City, State & Zip</i>	Type of Property <i>Example: Main Church Facility, Parsonage, Raw Land Etc.</i>	Estimated Market Value of This Property	Remaining Term of Lease on This Property (if any)	Monthly Lease Payment

If Your Loan Request Includes The Purchase Of Property, Please Provide The Following Information:

Purchase Price \$ _____ Down payment you have or will be putting \$ _____
down on this property:

Have you signed a purchase contract? Yes No Expiration date of that contract: _____

Property Address (include City, St, Zip): _____

Property Use & Type:
Example: Main Church Facility, Parsonage, Raw Land Etc. _____

Total Number of Acres on this Site: _____ Number of Parking Spaces at this Site: _____

Total Number of Buildings on this Site: _____ Total Sq. Ft. of Buildings at this Site: _____

Why do you need to purchase this property? Example: More sanctuary seating, educational, fellowship space, etc...

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If Your Loan Request Is Construction Related, Please Provide The Following Information:

Total Estimated Project Costs: \$ _____ Cash You Will Contribute To Project: \$ _____

Property Address (include City, St, Zip): _____

Property Use & Type:
Example: Main Church Facility, Parsonage, Raw Land Etc. _____

Total Number of Acres on this Site: _____ Number of Parking Spaces at this Site: _____

Total Number of Buildings on this Site: _____ Total Sq. Ft. of Building at this Site: _____

Why do you need to build this property? Example: More sanctuary seating, educational, fellowship space, etc...

- Yes No Are your Building Plans Complete (Certified) and in hand?
- Yes No Are your Building Permits in place?
- Yes No Will you be using a General Contractor?
- Yes No Will you be using a Guaranteed Fixed Price Contract?
- Yes No Will you be using AIA Contracts? *(these contracts tend to favor the ministry)*
- Yes No Do you have cost estimates from the General Contractor in hand?
- Yes No Have you requested that the Contractor utilize Payment & Performance Bonds?
- Yes No Has work begun on the Site?
- Yes No Do you have cost estimates for work not usually included within the Construction Contract. *Such as site work, (grading, drainage, utility hook-ups), landscaping, parking lot, FF&E (sound, lighting, recording, kitchen equipment), contingency budget (generally 5% to 10% of construction budget)*

CAPITAL / BUILDING FUND CAMPAIGN (if Applicable)

Are you currently engaged in a Capital/Building Fund Campaign Yes No If Yes, How is your campaign administered?

Internally managed or Contracted externally with: _____

Campaign Start Date _____

Pledge Collection Start Date _____

Pledge Collection End Date _____

Total Pledges: Amount _____ As of Date: _____

Pledges Collected: Amount _____ As of Date: _____

Pledges Spent: Amount _____ As of Date: _____

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GENERAL INFORMATION

Has the ministry been delinquent or defaulted on any financial obligations? If yes, please provide details on a separate page. Yes No

Have any of this ministry's key leaders been delinquent or defaulted on any financial obligations? If yes, please provide details on a separate page. Yes No

Is this ministry or any other entity controlled by this ministry been delinquent on any Federal, State, City, Payroll or Real Estate Tax Obligations? If yes, please provide details on separate page. Yes No

Is there any threatened, pending or past litigation (within the last 5 years) filed by or against this ministry or its key leaders? If yes, please provide details on a separate page. Yes No

Are there any contracts that are currently in danger of being terminated or exercised that would materially affect the ministry's income or operations? If yes, please provide details on a separate page. Yes No

Has the church experienced any significant membership loss within the past 5 years? If yes, please provide details on a separate page. Yes No

Are you aware of any incidents or unrest in the ministry that might cause a division or significant membership loss? If yes, please provide details on a separate page. Yes No

Does the Ministry operate a day-care center?
If Yes, has it been licensed by the state? Yes No Yes No

Does the Ministry operate a preschool?
If Yes, has it been licensed by the state? Yes No Yes No

Does the Ministry operate a Kindergarten, Elementary or High School? Yes No

Does the Ministry own or operate any other type of separately incorporated non-profit or for-profit business enterprises such as; rental properties, recording studios, publishers, book stores, eateries, etc.? Yes No

Briefly Describe the other enterprises. (if applicable): _____

PLEASE PROVIDE THE FOLLOWING ITEMS:

- 1) **Financial Statements for ALL church owned or operated enterprises...** i.e., Church, Schools, Daycares, For-Profit Entities. Please provide your year-end Income Statement and Balance Sheet for the past three years 2005, 2006, 2007 plus interim financial statements (current within the last 90 days) for the current fiscal year (2008).
- 2) **Top 15 Givers** - please provide the amount only (no names needed) of the Top 15 givers to your ministry.