



LOAN APPLICATION

PO Box 202304
2331 Brookhollow Plaza Dr.
Arlington, Texas 76006
Email: loans@sbtexasfoundation.com

682-347-4900 Tel
844-351-8804 Toll-Free
682-252-4769 Fax

Date: _____

Loan Purpose: _____

Loan Amount Requested \$ _____

Borrowing Church _____ State Convention Affiliation: _____

Address _____ City _____ State _____ Zip _____

County _____ Phone _____ Fax _____ Email _____

Mailing Address (if different) _____

Association _____ Is Church Incorporated? _____ Date Constituted _____ Year Joined SBC _____

Pastor's Name _____ Years in Present Pastorate _____ Bi-vocational? ☐ Yes ☐ No

Pastor's Home Phone: _____ Pastor's Cell Phone: _____ Pastor's Email: _____

PROPERTY INFORMATION

	<u>Seating Capacity</u>	<u>Size</u>	<u>Age</u>	<u>Insured Value</u>
Land Purchase		_____ Acres/Sq Ft		
Existing Land		_____ Acres/Sq Ft		
Proposed New Construction	_____	_____ Sq Ft		_____
Education Bldg	_____	_____ Sq Ft	_____	
Existing Auditorium	_____	_____ Sq Ft	_____	_____
Existing Activities Bldg	_____	_____ Sq Ft	_____	_____
Other: _____	_____	_____ Sq Ft	_____	_____

Number of parking spaces planned or existing: _____ Surface Type: ☐ Asphalt ☐ Gravel ☐ Concrete ☐ Other: _____

Address of property to be used as security: _____

STATISTICAL INFORMATION (Suggested Source - Annual Church Profile)

Church year begins each: _____

Five year record by church year: 20____ 20____ 20____ 20____ YTD 20____ (mo.)

Worship Attendance					
Additions by Baptism					
Other Additions					
Bible Study Attendance					
Adopted Budget	\$	\$	\$	\$	\$
Undesignated Receipts	\$	\$	\$	\$	\$

DEBT INFORMATION

Indebtedness to be retired with this loan:

Owed To:	Origination Date	Maturity Date	Original Balance	Current Present Balance	Current Monthly Payment	Interest Rate
1. _____						
2. _____						
3. _____						

Indebtedness that will continue: (Including copier and other equipment leases)

1. _____

2. _____

3. _____

FINANCIAL INFORMATION

1. Has the church increased or decreased staff in the last 12 months? ☐ Yes ☐ No If yes, please note change - _____
2. In the last two years, has the church received any large one-time gifts? ☐ Yes ☐ No If yes, please note date, amount and income account:
 Date: _____ Amount: _____ Account: _____
 Date: _____ Amount: _____ Account: _____
 Date: _____ Amount: _____ Account: _____
 Date: _____ Amount: _____ Account: _____
3. In the last two years, has the church incurred any large one-time expenses? ☐ Yes ☐ No If yes, please note date, amount and income account:
 Date: _____ Amount: _____ Account: _____
 Date: _____ Amount: _____ Account: _____
 Date: _____ Amount: _____ Account: _____
 Date: _____ Amount: _____ Account: _____
4. Does the church have an ongoing building fund? ☐ Yes ☐ No If yes, please attach a 3 – 5 year history report of the fund
 Does the church have an ongoing capital fund pledge program? ☐ Yes ☐ No If yes, please provide the following:
 Date Started: _____ Duration of Program: _____ Amount Pledged: _____ Collected to date: _____
 Organization Used: _____ Consultant Name: _____
5. Is the church a party to any current or pending lawsuit? ☐ Yes ☐ No If yes, please provide details of lawsuit: _____
6. Are there any circumstances or upcoming issues that could impact the financial stability of the church? ☐ Yes ☐ No If yes, please explain: _____

GIVING UNIT INFORMATION

Please provide information on your top 15 giving units for each year along with the age of the head of the household:

	2020	HOH - Age	2021	HOH - Age	2022	HOH - Age	2023	HOH - Age
Giving Unit 1								
Giving Unit 2								
Giving Unit 3								
Giving Unit 4								
Giving Unit 5								
Giving Unit 6								
Giving Unit 7								
Giving Unit 8								
Giving Unit 9								
Giving Unit 10								
Giving Unit 11								
Giving Unit 12								
Giving Unit 13								
Giving Unit 14								
Giving Unit 15								
Subtotal: Top 15		N/A		N/A		N/A		N/A
All Others		N/A		N/A		N/A		N/A
Total Budget Receipts		N/A		N/A		N/A		N/A
Total # Giving Units		N/A		N/A		N/A		N/A

CONSTRUCTION INFORMATION

Project Description: _____

Total square feet of construction: _____ sq. ft. Anticipated Start Date: _____

Have plans been submitted for approval: ☐ Yes ☐ No If yes, date of approval or expected approval: _____

Estimated Project Cost: _____ Loan Amount Requested: _____ Cash on Hand: _____

APPLICATION PROCESS

1. Complete the application information in detail
2. Application must be accompanied by the following (additional items may be requested). Please note your application cannot be processed without receipt of all requested information.
 - ☐ Detailed year-end financial statements for the past three fiscal years showing all undesignated income and expenses and designated income and expenses.
 - ☐ A copy of your current year-to-date financial statement and a copy of your corresponding year-to-date statement for the previous year. (For example: if you have a year-to-date statement through April of the current year, we need a year-to-date statement through April of the previous year.)
 - ☐ Balance Sheet (This statement reflects all assets and liabilities.)
 - ☐ Copy of church's current budget
 - ☐ Giving unit analysis
 - ☐ Copies of last month's bank statement on all accounts
 - ☐ Pastor's resume
 - ☐ Copies of any contractual agreements such as loans, leases, maintenance contracts, and sales contracts
 - ☐ Copy of Articles of Incorporation
 - ☐ Copy of Church Constitution and By-Laws
 - ☐ If purchasing property, copy of purchase contract and legal description for the property being purchased
 - ☐ If new construction, copy of preliminary plans and specs and construction contract and construction budget
 - ☐ If new construction or new building, please project the following costs:

Utilities: _____ Insurance: _____ Property Taxes: _____

GENERAL LOAN CONDITIONS

1. Collateral: The SBTF will require a first lien on all church property (land, improvements, and related personal property).
2. Documentation: Loan documents acceptable to the SBTF and as required under applicable state law including, but not limited to, a note and first Deed of Trust, U.C.C. (Uniform Commercial Code), and an Estoppel agreement, if necessary.
3. Title and Title Insurance: Borrower must have fee simple title to the collateral property without encumbrances and must provide an ALTA (American Land Title Association) lender's policy of title insurance in the loan amount and fully acceptable to the SBTF.
4. Survey: Church must provide the SBTF a current survey plat that is satisfactory to the SBTF prior to loan funding.
5. Hazard and Liability Insurance: Fire and extended coverage and flood insurance (if applicable) will be required on insurable buildings and improvements included in the security property. Liability insurance, at least in the amount of \$1,000,000, per occurrence, will also be required.
6. Additional Debt: Church will have a limitation on incurring additional debt without the SBTF's prior approval.
7. Compliance with Zoning and Building Laws: Security property must comply with all applicable zoning and building laws.
8. References: The SBTF will contact your state and local associational offices for a reference on your church and to discuss information provided by you. The SBTF is authorized to visit with these same contacts as needed, if a loan is granted, to review the church's operation, financial condition, and handling of its loan with the SBTF.
9. Expenses: The church must bear all expenses relative to the loan and its closing. The SBTF will also charge a fee on each loan.
10. Loan Eligibility: Each church must have been in harmony with and affiliated with the local state Convention for at least one year prior to applying for a loan from the SBTF.

CONTACT PERSON

Main Church Contact for Loan Process

Name: _____
Title: _____
Home Phone: _____
Cell Phone: _____
Fax: _____
Email: _____

Additional Contact for Loan Process

Name: _____
Title: _____
Home Phone: _____
Cell Phone: _____
Fax: _____
Email: _____

CERTIFICATION AND SIGNATURE

As officer(s) of the church, I/we have read the General Loan Conditions and fully understand the responsibility and requirements in securing a loan with the SBTF. I/we also certify that all statements and information in this application are correct and complete. The undersigned authorizes the SBTF to make such inquiries and gather such information as deemed necessary concerning any information provided to the SBTF on this application or on any such required documents. I/we also understand that all loan applications are subject to credit approval, collateral acceptability, and availability of the SBTF funds.

Signed: _____

Signed: _____

Title: _____

Title: _____

Date: _____

Date: _____

The completed application, along with items requested on the previous page, and the Property Evaluation, can be submitted via email at loans@sbtxasfoundation.com or via mail/courier at the following address:

Southern Baptist of Texas Foundation
Attention: Church Loans
PO Box 20304
Arlington, Texas 76006

Southern Baptist of Texas Foundation
Attention: Church Loans
2331 Brookhollow Plaza Dr.
Arlington, Texas 76006

CHURCH NAME: _____

PROPERTY ADDRESS: _____

Please answer all questions. If your answer to any question is "yes", please explain below, or if more space is needed, attach a separate sheet.

	YES	NO	UNKNOWN
1. PHYSICAL CONDITION			
Are there any defects or needed repairs in the following?			
a. Roof	_____	_____	_____
b. Mechanical Equipment Including Air Conditioning and Heating Equipment	_____	_____	_____
c. Foundation	_____	_____	_____
d. Floors	_____	_____	_____
e. Exterior Walls	_____	_____	_____
f. Structural Components	_____	_____	_____
g. Electrical Systems and Equipment	_____	_____	_____
h. Plumbing Systems and Equipment	_____	_____	_____
i. Windows, Doors, Plate Glass	_____	_____	_____
j. Parking Areas and Driveways	_____	_____	_____
k. Lawn and Landscaping	_____	_____	_____
2. SOIL CONDITION			
Are the improvements located on filled or expansive soil, or are there foundation, structural or soil problems on the property, including driveways and the parking areas?	_____	_____	_____
3. ASBESTOS			
a. Do the existing improvements contain asbestos?	_____	_____	_____
b. Is asbestos in good condition?	_____	_____	_____
4. HAZARDOUS MATERIALS			
Have there been hazardous materials or toxic waste or substances deposited?			
a. On or under the subject property?	_____	_____	_____
b. Adjacent to the property?	_____	_____	_____
5. UNDERGROUND STORAGE TANKS			
a. Are there any underground storage tanks on the property?	_____	_____	_____
b. Have these tanks been tested for leakage?	_____	_____	_____
c. Have any of these tanks leaked in the past?	_____	_____	_____
6. EASEMENTS			
Are there any easements or agreements (including public or private utilities and sewers) over or under the property?	_____	_____	_____
7. BUILDING CODES			
a. Do you know of any violations of building codes or city ordinances concerning this property?	_____	_____	_____
b. Do you know of any health or safety violations?	_____	_____	_____
c. Do you know of any violations of Deed Restrictions affecting the property?	_____	_____	_____

8. CONDEMNATION OR STREET WIDENING

YES

NO

UNKNOWN

Is the property located in an area where public authorities are contemplating proceedings for freeway, thoroughfare, rail or utility construction, a redevelopment project, street widening or lighting, or other similar public projects?

9. OTHER INFORMATION

Is there any information that should be disclosed that has not been covered by the above questions?

10. UTILITIES

Water, sanitary sewer, gas, electricity, drainage, telephone are available to the property except: _____

11. NUMBER OF PARKING SPACES (Planned and existing) _____ **SURFACE TYPE:** _____

COMMENTS:

This statement is a disclosure of owner's knowledge of the condition of the property as of date listed below. This is not a substitute for any inspections or warranties the Southern Baptists of Texas Foundation may wish to obtain.

I hereby represent that I have carefully completed and reviewed all of the information on this Disclosure Notice, and to the best of my knowledge, all of such information is true and correct. I have included in this Disclosure Notice any material fact concerning the physical condition or value of which I have knowledge to date.

Church

By: _____
Signature

Date

Title