

Southern Church Extention Fund

P.O Box 4657

Covington, LA 70434-4657

504.282.2633

1.888.493.5962 (Toll Free)

FAX: 985.377.0013

MORTGAGE LOAN APPLICATION FORM

Construction/Permanent/Refinance

PURPOSE

1. Describe purpose of loan _____

2. Loan Amount _____ Number of Years _____

GENERAL INFORMATION

3. Congregation _____
4. Mailing Address _____
5. City _____ County/Parish _____ State _____ Zip _____
6. Tax ID Number _____ Date Congregation Organized _____
7. Name of Pastor/s _____ Tenure _____
_____ Tenure _____
8. List person to be contacted regarding application _____
9. Home phone _____ Office Phone _____
Fax _____
11. Authorized signature _____
12. Please print name and title _____
Telephone # _____ (if different than line 9)

MEMBERSHIP

	Current YTD 20__	Last Complete Yr 20__	Previous Year 20__
13. Baptized	_____	_____	_____
14. Confirmed	_____	_____	_____
15. New Adults Confirmed	_____	_____	_____
16. Total Membership Gain(Loss)	_____	_____	_____

AVERAGE ATTENDANCE

	Current YTD 20__	Last Complete Yr 20__	Previous Year 20__
17. Weekly Worship Services(s)	_____	_____	_____
18. Bible Class-Adult	_____	_____	_____
19. Bible Class-Youth	_____	_____	_____
20. Sunday School	_____	_____	_____

DAY SCHOOL

(If applicable)

	Current YTD 20__	Last Complete Yr 20__	Previous Year 20__
21. Enrollment	_____	_____	_____
22. Percentage of Non-members	_____	_____	_____
23. Number of Grades	_____	_____	_____
24. Number of Teachers (FTE)	_____	_____	_____
25. Current Non-member Tuition	\$ _____	_____	_____
26. Current Member Tuition	\$ _____	_____	_____
27. Annual School Revenue	\$ _____	_____	_____
28. Annual School Expense	\$ _____	_____	_____

PRESCHOOL PROGRAM

(If applicable)

29. Self-supporting	<u>Yes</u>	<u>No</u>	Annual Preschool Budget	\$ _____
30. Current Enrollment	_____	_____	Number of Employees	_____

PROJECTED GROWTH

	Year 1 20__	Year 2 20__	Year 3 20__
31. Weekly Worship Services	_____	_____	_____
32. Baptized Members	_____	_____	_____
33. Day School Enrollment (If applicable)	_____	_____	_____

INCOME	Current YTD <u>From</u> <u>Thru</u>	Last Complete Fiscal Year 20__
34. General fund Contributions	\$ _____	\$ _____
35. Building Fund Receipts	_____	_____
36. Subsidy: Source(s) _____	_____	_____
37. Other * _____	_____	_____
38. Subtotal	\$ _____	\$ _____
39. Day School Tuition	_____	_____
40. Total Income	\$ <u>_____</u>	\$ <u>_____</u>

EXPENSES		
41. Operating Expenses (excluding School)	_____	_____
42. Debt Service	_____	_____
43. District/Synod Support	_____	_____
44. Other _____	_____	_____
45. Subtotal	\$ _____	\$ _____
46. Day School Expenses	_____	_____
47. Total Expenses	\$ <u>_____</u>	\$ <u>_____</u>
48. Net Operating Balance Gain/Loss	\$ _____	\$ _____

AVERAGE GIVING		
49. Per confirmed member contribution for entire membership last year (excluding building fund receipts)	(Line 34 divided by line 14)	_____
50. Per average worship attendance last year	(Line 34 divided by line 17)	_____

*Other income- gifts, grants, sale of property, etc. (identify)

STATEMENT OF FINANCIAL POSITION

ASSETS	LIABILITIES
Cash on Deposit in bank: \$ _____	Accounts Payable - current \$ _____
Investments: _____	Accounts Payable - past due _____
_____	Payroll Taxes _____
	Employee Benefits _____
Building Fund: _____	Short-term Debt _____
CEF Accts (other than above) _____	Mortgage Loans from CEF _____
Land & Buildings _____	_____
Furniture & Equipment _____	Other long term debt: _____
Endowment Fund: _____	_____
Other assets: _____	_____

Total Assets \$ _____	Total Liabilities \$ _____

Please attach copies of the following:

1. Last complete year's financial statements (treasurer's report)
2. Year-to-date financial statements
3. Current year operating budget indicating expenditures to date

PROJECTED FINANCIAL GROWTH

	1st Year 20__	2nd Year 20__	3rd Year 20__
INCOME			
1 Contributions	\$ _____	\$ _____	\$ _____
2 Building Fund Receipts	_____	_____	_____
3 Subsidy	_____	_____	_____
4 Other	_____	_____	_____
5 Subtotal	\$ _____	\$ _____	\$ _____
6 Day School Tuition	_____	_____	_____
7 Total Income	\$ _____	\$ _____	\$ _____

EXPENSES			
8 Operating Expenses	\$ _____	\$ _____	\$ _____
9 Debt Service	_____	_____	_____
10 District/Synod Support	_____	_____	_____
11 Other	_____	_____	_____
12 Day School Expenses	_____	_____	_____
13 Total Expenses	\$ _____	\$ _____	\$ _____
14 Net Projected Operating Balance - Gain/Loss	\$ _____	\$ _____	\$ _____

BULDING FUND PLEGE PROGRAM

15 Beginning Date _____	Completion Date _____
16 Conducted by _____	_____
Number of calls made _____	Percent of membership _____ %
Number of pledges received _____	Percent of membership _____ %
17 Total pledged over _____ years.	\$ _____
18 Less total funds contributed to date	(_____)
19 Less total pledges anticipated prior to completion of construction	(_____)
20 Balance to be received following competion	\$ _____

	1st Year 20__	2nd Year 20__	3rd Year 20__
21 Projected Pledge Receipts (Following project completion)	_____	_____	_____
22 Sources of proposed annual debt amortization		Included in Budget	\$ _____
		Building Fund Receipts	\$ _____
		Total Debt Service	\$ _____
		(Refer to lines 2 & 9 above)	

LOAN INFORMATION

(Complete this page only if loan is for construction purposes)

1.	Cost of project	\$	_____	
2.	Cost of furnishings (organ, pews, etc.)		_____	
3.	Cost of land (if not already paid for)		_____	
4.	Site improvements (parking, landscaping, curbs, sewer/utilities)		_____	
5.	Architectural Fees		_____	
6.	Title Insurance, Legal Fees, Survey		_____	
7.	Construction Loan Interest		_____	
8.	Performance/Payment Bonds		_____	
9.	Total lines 1 through 8			\$ _____
10.	Less: Building Fund receipts to date (cash on hand)	\$	_____	
11.	Pledged contributions by project completion		_____	
12.	Anticipated memorial receipts by project completion		_____	
13.	Total lines 10 through 12			\$ _____
14.	Line 9 minus line 13 - New Loan Requirements			\$ _____
15.	Existing loan balance to Church Extension			\$ _____
16.	Total Loan requirement (line 14 plus line 15)			\$ _____
17.	Estimated Construction Starting Date _____		Completion Date _____	
18.	Architect	Name:	_____	
		Address:	_____	
		Telephone	_____	
19.	Laborers for Christ to be utilized:	No	Yes	If yes:
	Laborers Project coordinator:			
	Address			_____

	Telephone			_____

20.	Building Project:			
	New Construction	sq. ft.	_____	
	Remodel/Renovation	sq. ft.	_____	

Attach copies of: Estimate or bids
Floor plan & elevations
Copy of legal description of property to be mortgaged and include property tax identification numbers (available from your local Assessor's office).

LOAN INFORMATION

(For loans other than construction: permanent/refinance)

- | | | | |
|----|--------------------------------|----------|----------|
| 1. | Loan amount requested | \$ _____ | |
| 2. | Title Insurance | _____ | |
| 3. | Legal Fees | _____ | |
| 4. | Survey | _____ | |
| 5. | Other | _____ | |
| 6. | Total lines 1 through 5 | | \$ _____ |

List all present long term indebtedness (other than CEF)

- | | | | |
|----|-----------------------------|----------|----------|
| 7. | Commercial (identify) _____ | \$ _____ | |
| 8. | Other (identify) _____ | _____ | |
| 9. | Total lines 7 and 8 | | \$ _____ |

- | | | | |
|-----|--|----------|--------------|
| 10. | Current Building Fund Balance (cash on hand-if applicable) | \$ _____ | |
| 11. | Memorial Receipts | _____ | |
| 12. | Total lines 10 and 11 | | \$ (_____) |

- | | | |
|-----|--|----------|
| 13. | New Loan Requirements (line 6 plus line 9 minus line 12) | \$ _____ |
| 14. | Existing CEF loans | \$ _____ |
| 15. | Total loan requirements (line 13 and 14) | \$ _____ |

16. Requested Amortization: (up to 30 years) _____ Yrs

Note:

**Attach copies of documentation to evidence need to borrow
(Estimates, invoices, copies of contracts, etc.)**

**Send copy of legal description of property to be mortgaged and include property tax
identification numbers (available from your local Assessor's office).**