



**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
  - Copies of last month's bank statement on all accounts
  - Pastor's resume
  - Pictures of church facilities and surrounding neighborhood.
  - Copies of any contractual agreements such as loans, leases, maintenance contracts, and sales contracts.
  - Copies of property deeds on all church owned properties, which include the legal descriptions.
  - Copy of Corporate Certificate.
  - Copy of Church Constitution, Articles of Incorporation and By-Laws.
  - Copy of purchase contract if purchasing property.
  - Copy of current tax assessment.
  - 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: FBFS will require a first lien on all church property (land, improvements, and related personal property).
2. Documentation: Loan documents acceptable to FBFS and as required under applicable state law including, but not limited to, a note and first Mortgage, 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) policy of title insurance in the loan amount and fully acceptable to FBFS.
4. Survey: Church must provide FBFS a current survey plat that is satisfactory to FBFS, 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 FBFS's prior approval.
7. Compliance with Zoning and Building Laws: Security property must comply with all applicable zoning and building laws.
8. References: FBFS will contact your state and local associational offices for a reference on your church and to discuss information provided by you. FBFS 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 FBFS.
9. Expenses: The church must bear all expenses relative to the loan and its closing. FBFS will also charge a fee on each loan.
10. Loan Eligibility: Each church must have been in harmony with and affiliated with the Florida Baptist Convention for at least one year prior to applying for a loan from FBFS.

**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 FBFS. I/we also certify that all statements and information in this Application are correct and complete. The undersigned authorizes FBFS to make such inquiries and gather such information as deemed necessary concerning any information provided to FBFS 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 FBFS funds.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_