

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

- ☐ 1. Completed loan application
- ☐ 2. Income and expense statement, year to date
- ☐ 3. Balance sheet, year to date
- ☐ 4. Year-end financial statements for each of the previous two years, including balance sheets and income and expense statements
- ☐ 5. Detailed description of the project
- ☐ 6. Cost breakdown of the project
- ☐ 7. Summary of the repayment plan or strategy
- ☐ 8. Appraisal of collateral, *if available*
- ☐ 9. Explanation if apportionments were paid at less than 100% during any of the previous five years, *if applicable*
- ☐ 10. Completed Authorizing Resolution, Recommendation and Consent of the governing body
(Church Council, Charge Conference, or equivalent body)