



RELIGIOUS ORGANIZATION INFORMATION SHEET

Please Email all documents to:

commdoc@capitalfaith.com

General Information: (If more space is required, please feel free to attach an additional sheet)

A. Church Information

Church's Name

Denomination

Mailing Address

Inception Date of Business

City

State

Zip

Church's Adult Attendance

YTD

Last Year

2 Yrs. Ago

3 Yrs. Ago

4 Yrs. Ago

5 Yrs. Ago

Address of Property Being Financed (If different from mailing address)

B. Contact Information

Primary Contact

Relationship with Church (Broker, Pastor, Realtor)

Email Address

Facebook URL

Church's Phone #

Mobile Phone #

Twitter ID

Tax ID #

What is legal structure (i.e., Corporation?)

Church's Website

Referral

C. Land & Building Information

Type of Loan (Check all that apply)

Purchase

Refinance

Renovation

Construction

How long at current location?

Please write the amounts of money you need to borrow for each of the items listed

Loan Amount requested for purchase

\$

Loan amount requested for refinance

\$

Loan amount requested for renovation

\$

Loan amount requested for construction

\$

Property value today \$

Current Lender

Property value when complete \$
(Only answer if this is a renovation or construction loan)

Purchase price (only complete if purchase) \$

Name of insurance company that provides fire coverage for your Church

D. General Information

1. How many worship services are held?

Daily

Per week

Per Month

2. Is there a formal tithing Policy?

3. When are offerings collected? Daily

Weekly

Monthly

4. What is the seating capacity of your facility?

5. Names of Clergyman:

Pastors/Ministries	Title	Years in Office

6. Member of Denominational Body Yes No

If yes, Which One?

If yes, how is the body structured?

If yes, how much does your organization contribute directly to the denominational body annually? \$

7. Committee in charge of financial related decisions?

Official	Title	Yrs. in Office	Secular Employee

8. What committee/persons are in charge of other decisions?

E. Financial Information

For questions 1-6, please list requested information for the last 5 years.

	YEARS (Current to previous)				
1. Operating Budget					
2. Actual Operating Income					
3. Membership Figures					
4. Giving Units (Family units or single adults)					
5. Average worship Attendance					
6. Average Sunday School Attendance					

7. Breakdown of current membership:

Under 18 30 – 60
 18-30 Over 60

(Note: If your organization has a breakdown in alternate age groupings, please use that grouping)

8. Average family income of membership? \$

9. When was the last date your membership rolls were purged?

10. Are you past due or have been past due on any financial obligation during the last 3 years?

Yes No

If yes, give details.

Are any members of your Church going to receive loan proceeds? Yes No

If yes, give details

F. Church Credit (Check the ONE that applies)

- Excellent (Pays bills on time)
- Good (Always pays mortgage on time)
- Fine (Only a couple of late payments on mortgage in the past 3 years)
- Not so good (Recent late payments)
- We need help (Close to or in bankruptcy or foreclosure)

Does your Church accept donations by credit cards? Yes No

If not, would you like to? Yes No

Please tell us any details you think are important

G. Property Information

1. How many acres do you own?

What is the square footage of your property?

What date did you acquire your facility? At what cost? \$

2. How many acres currently occupied by your facilities?

3. Please list a description of project

Year completed? Construction costs of any improvements? \$

4. Has the property been appraised? Yes No
 (If yes, please fill out information below)

Date	Value	Appraiser

5. Insurance Coverage? Yes No (If yes, amount) \$

Who holds title?

H. Project Information

1. Please provide a description of the current project

2. Who is your Architect?

3. What is the total cost of the project? \$

a. Construction	
b. Soft Costs	
c. Furniture/Fixtures	
d. Contingency	
e. Interest during construction	

4. Total estimated length of construction?

5. How much cash is available for the project? \$
6. Are you/will you be involved in a special fundraising campaign for this project? Yes No
- If yes, what is the start date?

If yes, what is the length of the campaign?	
If yes, how much is pledged to date?	
If yes, any pledges over \$25,000.00?	
If yes, any pledges over \$50,000.00?	
If yes, any pledges over \$100,000.00?	

Did you use a professional fundraiser?

If yes, which one?

I. Loan Information:

1. Is Board of Trustees action necessary for this loan? Yes No
(If yes, please attach Resolution to this application)
2. Is congregation's approval necessary for this loan? Yes No
(If yes, please attach Resolution to this application)

J. Additional Information: Needed:

(Please scan documents, attach to application, and email to commdoc@capitalfaith.com)

Note: *Picture of documents taken with a phone will not be accepted. All documents must be in pdf format.*

1. Resume of Head Clergyman
2. Brief History of the Organization
3. Last 3 years fiscal year-end financial statements (Income statements & balance sheets), preferably Prepared by CPA.
4. Most recent interim financial statements (Combined operating & restricted) (Income statements & Balance sheets)
5. Copy of your latest budget
6. If available, copy of Architect's & Contractor's contract (If applicable)
7. Operating budget projections for the next 3 years
8. Explanation of the transaction (loan request)
9. Explanation of the Church's Credit

How did you hear about us?

- Google Yahoo Email Online Ad Postcard/Letter Facebook Advertisement