

## Loan Application Checklist

Name of Organization: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Date Established: \_\_\_\_\_

In order to process your loan request, we will need the following items:

- Purpose of loan request
- History of your organization
- Articles of Incorporation
- By-Laws
- IRS 501 (c) (3) Tax Exempt Determination
- Last three years financial statements
- Interim financial statements
- Current budget
- List of 15 largest contributors (current FYE)
- List of the members of your Board of Directors
- Last three years attendance/membership/enrollment figures
- Appraised value of property (if available)
- Background/Resume on Senior Pastor and senior management team
- Organizational literature ie bulletin/newsletter/brochure or other collateral material
- Facility/Equipment Lease Agreements (if applicable)
- Any outside consultant contracts

If applying for a construction loan, please provide the following:

- Information on Capital Campaign
- Architect's name and contract, if executed
- Contractor's name and contract, if executed
- Preliminary construction budget/cost breakdown
- Sources and uses breakdown
- Plans and Specifications
- Timeline
- List of Pre-paid items (costs, fees, etc to be used toward equity contribution)
- List of construction committee members

Additional information and documentation may be necessary to process your application.

Thank you for your interest in partnering with **Community First Financial Resources**.

We look forward to serving you.

**FINANCIAL STATEMENT DECLARATION AND LOAN DISCLOSURE**

The attached financial statements of the undersigned are herewith furnished to induce First Bank to give or continue financial accommodations to, or at the request of, the undersigned from time to time, and in consideration of any such accommodation, the undersigned represents and warrants that the attached financial statements represent the financial condition of the undersigned as of the date indicated; and agrees that 1) First Bank may rely on it as continuing to be true until notified in writing to the contrary by the undersigned and First Bank does now rely on it as true and continuing to be true, and 2) that if it be not true in any material respect, or if the undersigned should become insolvent, make any assignment for the benefit of creditors, be the subject of any bankruptcy, reorganization, arrangement, insolvency, receivership, liquidation or dissolution proceedings, or of any property of the undersigned be attached, garnished, or subject of any other legal process, or if an adverse change occurs in the financial condition of the undersigned, then at the election of First Bank all indebtedness and obligations, direct and contingent, of the undersigned to First Bank shall become immediately due and payable without demand or notice.

The undersigned certifies that the subject loan is intended exclusively for business purposes and not for personal purposes.

The undersigned agrees that First Bank is authorized to make inquiries and gather information it believes necessary and reasonable in processing this loan application.

I hereby declare under penalty of perjury that the foregoing declarations and statements are true.

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Organization

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Signature	Title	Date
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Signature	Title	Date
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If your application for business credit of under \$1,000,000 is denied, you have the right to a written statement of the specific reasons for the denial. To obtain the statement, please contact Community *First* Financial Resources Division in writing within 60 days from the date you are notified of our decision at First Bank, 2 South Point Drive, Ste 125, Lake Forest, CA 92630. We will send you a written statement of reasons for the denial within 30 days of receiving your request for the statement.