

COMMUNITY *FIRST* FINANCIAL RESOURCES
Loan Documentation Checklist

- 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, we will also ask you to 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

Thank you for your interest in partnering with **Community *First* Financial Resources**. We look forward to serving you.