



INSTRUCTIONS FOR SUBMITTING A LOAN APPLICATION

Heritage Investment Services Fund is a ministry that assists Assembly of God churches & ministries.

1. A loan from the HIS Fund is similar to a bank loan in that we will place a mortgage on the church's property while you are paying off the loan.
2. In addition to a mortgage, you will also be required to sign other loan documents including a Promissory Note, an Agreement of Environmental Indemnification, a Borrower's Certificate, etc.
3. A sovereign church loan application must be accompanied by a resolution approved by your church's voting members (for loans of \$25,000 or more), or from the church's official board (for loans less than \$25,000).
4. A dependent/mother church loan application must be accompanied by a resolution from the sectional/mother church membership (for loans of \$25,000 or more), or from the sectional committee/mother church board (for loans of less than \$25,000). In either case, the section/mother church may be required to guarantee the loan.
5. Fill in all requested information on the application.
6. Be sure the application is properly signed. For a sovereign church, the Pastor and Board Secretary must sign. The Pastor and Sectional Presbyter must sign for a dependent/mother church.
7. Sample resolutions can be downloaded from our web site. Use the sample resolution that applies to your situation.
8. New Construction Loans. Please download the "Policy for New Construction Loans" list of additional information required by HIS Fund Board of Directors.
9. Keep a copy of the completed forms for your records.
10. After consideration by HIS Fund Board, you will be informed of its decision.