

LOAN APPLICATION

Thank you for your interest in Heritage Investment Services Fund, Inc. (HIS Fund) for your financial needs! A loan from HIS Fund is similar to a bank loan in that a mortgage will be placed on the church's property while you pay down the loan. In addition to a mortgage, you will be required to sign additional loan documents including a Promissory Note, Agreement of Environmental Indemnification, Borrower's Certificate, etc. An application is considered complete once all applicable items listed on the checklist are submitted to HIS Fund. Completed applications must be presented to HIS Fund's Board of Directors for approval. Upon approval, a commitment letter will be issued, followed by a formal loan closing which may take up to 60 days. If you have any questions or if there are any loan documents you are not able to submit, please discuss with your loan consultant.

Instructions

1. Please fill in all requested information on the loan application. Do not leave any sections blank. If the question does not apply to your church/ministry, mark it as not applicable (N/A). Answers left blank will delay processing of your loan application.
2. Be sure the application is properly signed. For a sovereign church, the Pastor and Board Secretary must sign. For a PAC/Home Missions church, the Pastor and Sectional Presbyter must sign.
3. Complete the "Church or Ministry Information" section of the District Recommendation form and forward to your district office for completion by the superintendent. The district office should send the completed form to us directly via e-mail to loans@hisfund.com.
4. Once you have completely filled out the application, please e-mail it along with digital copies of all the documents listed on the loan checklist to loans@hisfund.com and include your Loan Consultant, if applicable. After consideration by the HIS Fund Board, you will be informed of its decision.

Loan Consultants

John Bongiorno
Cell Phone: 417-848-0786
E-mail: jbongiorno@hisfund.com

Chester Kope
Cell Phone: 561-400-7848
E-mail: ckope@hisfund.com

Don Champion
Cell Phone: 952-686-3818
E-mail: dchampion@hisfund.com

Dr. Randall Rogers
Cell Phone: 919-631-9483
E-mail: rrogers@hisfund.com

Bucky Deleasa
Office Phone: 888-878-0929 ext 238
Cell Phone: 201-280-0195
E-mail: bdeleasa@hisfund.com

Loan Checklist

All documents listed below must be submitted with the Loan Application. Place a checkmark if the document is enclosed. If you are unable to include an item, comment in the space provided.

<input checked="checked" type="checkbox"/>	1. Processing Fee: \$250.00 check made payable to HIS Fund, Inc.
	Comments: _____
<input type="checkbox"/>	2. Brief history of the church.
	Comments: _____
<input type="checkbox"/>	3. Certificate and Articles of Incorporation.
	Comments: _____
<input type="checkbox"/>	4. Constitution and Bylaws, with Amendments, if any.
	Comments: _____
<input type="checkbox"/>	5. Congregational, Board of Trustees and/or Church Board Resolution for proposed financing.
	Comments: _____
<input type="checkbox"/>	6. Purchase Contract
	Comments: _____
<input type="checkbox"/>	7. Cost estimates and building plans for any construction/renovation in digital format. Please do not mail architectural drawings.
	Comments: _____
<input type="checkbox"/>	8. Income/Expense Statement and Balance Sheet for current year to date (cut off at month end).
	Comments: _____
<input type="checkbox"/>	9. Income/Expense Statement and Balance Sheet for previous three years.
	Comments: _____
<input type="checkbox"/>	10. Exact legal description of all real property(ies).
	Comments: _____
<input type="checkbox"/>	11. Appraisal or other evidence of value
	Comments: _____
<input type="checkbox"/>	12. Color photographs of property(ies) in digital format.
	Comments: _____
<input type="checkbox"/>	13. Property insurance coverage certificate.
	Comments: _____
<input type="checkbox"/>	14. Payment history for last three years from current lender/landlord (New HIS Fund borrowers only).
	Comments: _____
<input type="checkbox"/>	15. District Recommendation (see instructions).
	Comments: _____

Loan Application

I. Church or Ministry Information

Exact Legal Name: _____

Physical Address: _____

City: _____ State: _____ County: _____ Zip Code: _____

Mailing Address if different from above: _____ P.O. Box: _____

City: _____ State: _____ Zip Code: _____

Church Phone: _____ Fax Number: _____ Date Incorporated: _____

Federal ID #: _____ Website: _____

District: _____

Complete the attendance and membership chart below for current year and the past three years.

Church Members		Sunday Morning Attendance	
Current Year	Date:		
1 Year Ago	Year:		
2 Years Ago	Year:		
3 Years Ago	Year:		

II. Church Leadership

Complete the chart below with all applicable board member names and contact information. Attach an additional sheet if necessary.

Board Position	Name	Phone Number	E-Mail
Chairman/President			
Vice Chair/Vice President			
Secretary			
Treasurer			
Board Member			
Board Member			
Board Member			

Complete the chart below with all applicable staff names and contact information.

Position	Name	Phone Number	E-Mail
Lead Pastor			
Administrator			
Bookkeeper			
Executive Pastor			
Associate Pastor			
Finance Director			
Other			

III. Professional Advisors

Name of Accountant: _____ Firm: _____
Street Address: _____ P.O. Box: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Fax Number: _____ E-Mail Address: _____
Name of Attorney: _____ Firm: _____
Street Address: _____ P.O. Box: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Fax Number: _____ E-Mail Address: _____
Name of Insurance Agent: _____ Firm: _____
Street Address: _____ P.O. Box: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Fax Number: _____ E-Mail Address: _____
Policy Number: _____ Policy Expiration Date: _____ Other Policies: _____

IV. Loan Information

Please break down how the loan funds will be allocated and check all that apply in the chart below. Briefly describe how the loan funds will be used in the space below:

<input checked="" type="checkbox"/>	Purpose	Dollar Amount
<input type="checkbox"/>	Purchase Property	
<input type="checkbox"/>	Purchase Facility	
<input type="checkbox"/>	New Construction	
<input type="checkbox"/>	Renovation/Improvements	
<input type="checkbox"/>	Refinance	
<input type="checkbox"/>	Line of Credit	
<input type="checkbox"/>	Closing Costs	
<input type="checkbox"/>	Origination Fee	
<input type="checkbox"/>	Other: _____	
TOTAL LOAN REQUEST		

Are any members of the congregation going to receive any loan funds?

☐ Yes ☐ No If yes, attach explanation.

Is church board or trustee approval necessary for this loan?

☐ Yes ☐ No If yes, attach resolution.

Is congregational approval necessary for this loan?

☐ Yes ☐ No If yes, attach resolution.

V. Financial Information

Amount of church funds already spent on the project: _____

Amount of funds available from the church to apply to the project: _____

Are or will you be involved in a special fund raising campaign for this project? ☐ Yes ☐ No

If yes: What is/was the start date? _____ What is the length of the campaign? _____

When will funds be collected? _____ How much is pledged to date? _____

Did you use a professional fundraiser? ☐ Yes ☐ No

Name of professional fundraiser: _____

VI. Description of Present Indebtedness

List all current debt.

Lender Name and Contact Information	Original Balance	Current Balance	Interest Rate	Loan Number	Monthly Payment Amount	Collateral Address

VII. Property Information

List all properties that will be used as collateral for this loan request.

Description	Address	Year Built	Original Cost	Acreage	Square Footage	Acquired Date

How many acres do you own? _____

What is the square footage of the facility? _____

When was the facility built? _____

When did you acquire the facility? _____

What was the original cost of the facility? _____

Has your Facility & Property been appraised? ☐ Yes ☐ No

If yes, when was the appraisal performed and what was the appraised value? _____

Number of Sanctuary Seats: _____

The Facilities Include:

☐

Classrooms

☐

Offices

☐

Kitchen

☐

Nursery

☐

Gym

☐

Storage

☐

Narthex

☐

Vestibule

☐

Other:

Will the Church have Property that will not be under the Lien of this Mortgage? ☐ Yes ☐ No

If yes, provide the address(es) below.

Description	Address

Does the church have property that is or will be leased? ☐ Yes ☐ No

If yes, include copies of any/all lease agreements.

VIII. Church Affiliated Daycare, School, College and Organization Information

Does the church operate a day care?

☐

Yes

☐

No

Does the church operate a kindergarten?

☐

Yes

☐

No

Does the church operate an elementary and/or high school?

☐

Yes

☐

No

Does the church operate a college or affiliated organization?

☐

Yes

☐

No

If you answered "yes" to any of the questions above, complete the Church Affiliated Organization form. Attach an Income/Expense Statement and Balance Sheet for each.

IX. Other Information

Has the church been involved in any litigation in the last 10 years?

☐

Yes

☐

No

Is the church currently involved in any litigation, or is it aware of any potential future litigation?

☐

Yes

☐

No

Are there any contracts that would materially affect the church's income if terminated?

☐

Yes

☐

No

Has the church ever defaulted on any previous loans or other obligations?

☐

Yes

☐

No

Is the church past due or been past due on any financial obligation during the last three years?

☐

Yes

☐

No

Do the Articles of Incorporation or Bylaws restrict indebtedness?

☐

Yes

☐

No

Do the Articles of Incorporation or Bylaws contain a reversionary or dissolution clause?

☐

Yes

☐

No

Are there any pending lawsuits or incidents that may lead to litigation?

☐

Yes

☐

No

Are any taxes delinquent (real estate, withholding, FICA and assessments)?

☐

Yes

☐

No

Is there any other information the loan committee should consider in evaluating your loan request?

☐

Yes

☐

No

If you answered "yes" to any of the questions above, explain below or attach an explanation.

X. Environmental Survey

Please answer the following questions to the best of your ability. If you place a checkmark or answer "Yes" to any of them, attach a detailed explanation.

Check the corresponding box if the property has been used in the past or is being used presently for manufacturing, packaging, processing, storage, repair or rehabilitation of any of the following:

<input type="checkbox"/> Paint	<input type="checkbox"/> Furniture	<input type="checkbox"/> Pulp or Paper Products
<input type="checkbox"/> Chemicals	<input type="checkbox"/> Explosives	<input type="checkbox"/> Glass Products
<input type="checkbox"/> Wood Preservation	<input type="checkbox"/> Petroleum Products	<input type="checkbox"/> Pesticides
<input type="checkbox"/> Rubber Products	<input type="checkbox"/> Textiles or Plastics	<input type="checkbox"/> Motor Vehicles or Parts
<input type="checkbox"/> Metal Products	<input type="checkbox"/> Fertilizer	<input type="checkbox"/> Jewelry

Check the corresponding box if the property has been used in the past or is being used presently for any of the following:

<input type="checkbox"/> Gas Station	<input type="checkbox"/> Gas Pumps	<input type="checkbox"/> Fuel Storage Tanks
<input type="checkbox"/> Plant Nursery	<input type="checkbox"/> Other Chemicals	<input type="checkbox"/> Tanks Buried
<input type="checkbox"/> Dry Cleaning	<input type="checkbox"/> Auto Repair or Painting	<input type="checkbox"/> Tanks Above Ground

Has any hazardous or toxic waste been generated or stored on the property?

☐ Yes ☐ No

Does any structure on the property contain asbestos material?

☐ Yes ☐ No

Does any structure on the property contain formaldehyde foam insulation?

☐ Yes ☐ No

Is radon gas known to emanate from the soil of the property?

☐ Yes ☐ No

Are Polychlorinated Biphenyls (PCB'S) present on the property in electrical transformers, capacitors or other equipment?

☐ Yes ☐ No

Do you have knowledge of any chemical accidents or spills involving, adjacent to or surrounding the property?

☐ Yes ☐ No

Do any environmental concerns exist pertaining to surface water runoff, water supply, well or ground water contamination, air pollution, waste disposal or other factors which might be considered hazardous?

☐ Yes ☐ No

Do you know of any reason environmental conditions might influence the insurability of the property?

☐ Yes ☐ No

Are you aware of any hazardous conditions now or previously existing on the property, which represent violations of local, state or federal environmental or public health statutes and laws?

☐ Yes ☐ No

Is the property currently the subject of environmental or public health litigation or administrative action from private parties or public officials?

☐ Yes ☐ No

[The balance of this page has been intentionally left blank - signatures follow on next page]

XI. Authorized Signatures and Acknowledgement of Environmental Survey

We, the undersigned, hereby certify that all statements made herein are true and correct to the best of our knowledge and belief. We further certify that this application is submitted with the full knowledge and approval of the official governing board we represent. HIS Fund may continuously rely on the information contained in this application and we agree to amend and/or supplement the information provided in this application if any of the material facts that we have represented herein should change prior to closing of the loan.

We acknowledge that we have read and answered the questions in Section X - Environmental Survey and affirm that the information provided herein is true and correct to the best of our ability, and we will promptly notify the Lender if we become aware of information altering these answers.

As a condition of this loan transaction, a title insurance commitment must be obtained. In addition, we understand that HIS Fund may require additional items as a condition of approval (e.g. appraisal, survey, environmental inspections, etc.). The following signatures authorize HIS Fund to open a title escrow account on behalf of the borrower and to request and obtain payoff information for any loans that will be repaid by this request. In addition to the loan application fee, we agree that the church/ministry shall be responsible to pay any third-party fees associated with the above actions.

HIS Fund may verify or re-verify any information contained in the application from any source named in the application.

Legal Name of Church / Ministry

Printed Name of Pastor / President

Printed Name of Corporate Secretary

Signature of Pastor / President

Signature of Corporate Secretary

Date

Date

Church Affiliated Organization Form

If you answered "Yes" to any of the questions in Section IX of the loan application, complete this form for each entity and attach an Income/Expense Statement and Balance Sheet for each.

	Daycare	School	College	Affiliated Organization
Entity Name				
Number of Full Time Employees				
Number of Part Time Employees				
Name of Director/Principal				
Current Enrollment				
Date of Establishment				
Is the entity licensed? If so, by whom?				
Is the entity accredited? If so, by whom?				
Does the entity maintain separate liability insurance? If so, please attach a copy.				
Does the entity have a written policy regarding sexual misconduct?				
Is the entity operating under the corporate structure of the church?				
Are the receipts and disbursements of the entity included in the church financial statements?				



District Recommendation Form

3 KACEY COURT, SUITE 101
MECHANICSBURG, PA 17055
EMAIL: loans@hisfund.com
TOLL FREE: 866-219-0820
PHONE: 717-796-9784
FAX: 717-795-9568
www.hisfund.com

Please complete the top section of this form and forward to your district office for completion by the superintendent. Once the recommendation is complete, the district office should e-mail it to loans@hisfund.com.

Section 1: Church or Ministry Information

Church Name:	
City:	
Pastor's Name:	
Loan Amount:	

Section 2: Pastor & Tenure

How long has the pastor been at this church?				
Does the pastor have a good ministry record?	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
Can you describe the pastor's commitment to this church?				

Section 3: Ministry (check one)

The pastor has a good rapport with the congregation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	strongly disagree	disagree	neutral	agree	strongly agree
The pastor has a good relationship with the church board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	strongly disagree	disagree	neutral	agree	strongly agree
The pastor has a relevant ministry in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	strongly disagree	disagree	neutral	agree	strongly agree

Section 4: Relationship with the District (check one)

The pastor is personally and financially supportive of the district	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	strongly disagree	disagree	neutral	agree	strongly agree
The pastor participates in district events.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	strongly disagree	disagree	neutral	agree	strongly agree
The pastor represents the district in a positive manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	strongly disagree	disagree	neutral	agree	strongly agree

Section 5: Signatures

_____ Signature	_____ Date
_____ Printed Name of District Official	_____ Title
<p>If the person filling out this recommendation is someone other than the superintendent, then please have the superintendent sign below.</p>	
_____ Superintendent Signature	_____ Date