

## **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](mailto: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](mailto: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 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 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. Estimates/proposals/building plans for any construction/renovation in digital format. Do not mail architectural drawings. Comments: _____
<input type="checkbox"/>	8. Accounting Software Income/Expense Statement and Balance Sheet for current year to date (cut off at month end). Comments: _____
<input type="checkbox"/>	9. Accounting Software 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: \_\_\_\_\_

Church Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Date Incorporated: \_\_\_\_\_

Federal ID #: \_\_\_\_\_ Website: \_\_\_\_\_

District: \_\_\_\_\_

Type of Affiliation (ex. General Council, Home Missions, District Affiliated, PAC, etc.): \_\_\_\_\_

Loan Consultant: \_\_\_\_\_

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

		Church Members	Sunday Morning	Online/Streaming
<b>Current Year</b>	Date: _____			
<b>1 Year Ago</b>	Year: _____			
<b>2 Years Ago</b>	Year: _____			
<b>3 Years Ago</b>	Year: _____			

### II. Church Leadership

**Complete the chart below with legal names and contact information of all board members. Attach an additional sheet if necessary.**

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

**Complete the chart below with legal names and contact information for all applicable staff members.**

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

### III. Professional Advisors

Name of Accountant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Firm Name: \_\_\_\_\_

Name of Attorney: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Insurance Agent: \_\_\_\_\_ Firm: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Policy Expiration Date: \_\_\_\_\_

**IV. Loan Information**

Specify how the loan funds will be allocated and check all that apply in the chart below.

✓	Purpose	Dollar Amount
	Purchase Property	
	Purchase Facility	
	New Construction	
	Renovation/Improvements	
	Refinance	
	Line of Credit	
	Closing Costs	
	Origination Fee	
	Other:	
<b>TOTAL LOAN REQUEST</b>		

Summarize the loan request in the space below:

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**

Accounting Software (QuickBooks, Shelby, Aplos, etc.): \_\_\_\_\_

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

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. Complete one survey for each property, if applicable. If you place a checkmark or answer "Yes" to any of them, attach a detailed explanation.

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

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?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Does any structure on the property contain asbestos material?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Does any structure on the property contain formaldehyde foam insulation?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Is radon gas known to emanate from the soil of the property?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Are Polychlorinated Biphenyls (PCB'S) present on the property in electrical transformers, capacitors or other equipment?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Do you have knowledge of any chemical accidents or spills involving, adjacent to or surrounding the property?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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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?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Do you know of any reason environmental conditions might influence the insurability of the property?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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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?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Is the property currently the subject of environmental or public health litigation or administrative action from private parties or public officials?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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***[ 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
<b>If the person filling out this recommendation is someone other than the superintendent, then please have the superintendent sign below.</b>	
_____	_____
Superintendent Signature	Date