Commercial Real Estate Loan Application

Faith-Based

Legal Name of Congregation: ______________________________

Denominational: ☐ Yes ☐ No   Independent: ☐ Yes ☐ No

Mailing Address: ______________________________

City: ____________________   Years of Service: ____________________

State: ____________________   County: ____________________

Telephone #: ____________________   Zip Code: ____________________

Email Address: ____________________   Fax #: ____________________

Age of Church: ____________________   Tax ID # ____________________

Date Incorporated: ____________________

Pastor/Clergy (Names): ____________________   ____________________

____

With Current Congregation   Total   With Current Congregation   Total

# of Years at Present Location: ____________________

Name and address of higher authority having general jurisdiction:

____

____

Does higher authority have jurisdiction over temporalities and creation of debt? If so, explain:

____

____

____

Available Guarantor? If yes, include name: ______________________________

Define membership: ______________________________

Membership/ Attendance over the past 5 years:

Church	Current Year ______	Previous Year ______	Prior Year ______
Church School	Current Year ______	Previous Year ______	Prior Year ______

Loan Amount Requested: ______________________________

Loan Purpose: ______________________________

Part One – Congregational Finances

I. WAYS AND MEANS

A. Capital Funds Pledge Drive

1. Capital funds pledge drive held: ☐ Yes ☐ No
2. If Yes, dates pledges will be paid: From: ____________________ To: ________________________
3. Total amount pledged: $ ________________________ Number of years: ____________
4. Feasibility Study conducted: ☐ Yes ☐ No

   If Yes, amount projected: $ ________________________

Are you or any business where you have ownership or contingent liability, involved in any pending lawsuits?

____

B. Operating Budget

1. Attach projected operating budget for the next three years showing debt service to be paid and full operating cost of new or expanded facilities, including utilities, maintenance, and insurance.
2. Provide a copy of current operating budget and previous budgets.

   Note: Any person holding 20% or more ownership is required to complete a separate background form

II. CURRENT FINANCES

	Current	3 Years Ago	5 Years Ago
A. Average Pledge / Tithe	_________________	________________	_________________

B. Total Restricted and Unrestricted Funds (Endowment) $ _____________________________________

C. Name of each fund and describe restrictions: ____

____

____

____

____

____

____

III. INFORMATION ON CURRENT FACILITY

A. Existing Space

1. Church ☐ Owns space ☐ Rents space

Cost of Occupancy: $ ______________________

Current Monthly Payment $ ______________________

Maintenance $ ______________________

Insurance $ ______________________

Utilities $ ______________________

Rent $ ______________________

Other Total $_0__.0__0______________________

B. Facility to be Mortgaged (new space or expanded existing space)

1. Describe grounds: i.e. size; visibility of building from street; location in relation to local population concentrations:

____

____

____

2. Describe buildings: i.e. age of building, adult seating capacity; number and capacity of rooms for religious education classes (youth and adult); space for fellowship gatherings:

____

____

____

3. Describe parking: i.e. number of existing and proposed spaces, maximum number of spaces allowed under zoning law;

number of reserved spaces for physically challenged persons or visitors:

____

____

____

4. Describe any zoning changes or variances necessary to obtain a building permit and if neighbors have been kept informed of building plans:

____

____

____

IV. REAL ESTATE

A. Current appraised value of church-owned properties. $ ____________________

If acquiring land only, value of land. $ ____________________

B. Existing mortgage: ☐ Yes ☐ No

Remaining balance on mortgage loan: $ ____________________

Monthly payment: $ ____________________

Existing mortgage held by: $ ____________________

C. Any debts not involving liens on real estate: ☐ Yes ☐ No

If Yes, please explain: ____________________

____

____

D. Any additional real estate owned by congregation:

If Yes, please explain: ____________________

____

____

E. Please provide any supplemental comments or information that would be helpful in evaluating this application in the space provided below or attach documents to application:

____

____

____

____

V. PROJECT

A. Project description: ____________________

____

____

B. If this project is one unit of a larger plan, please explain: ____________________

____

____

C. How new plans address accessibility for physically challenged persons: ____________________

____

____

D. How project enhances energy efficiency of building: ____________________

____

____

E. What is the available collateral, if any: ____________________

____

____

F. Architect employed: ☐ Yes ☐ No

G. Congregation approved architectural plans: ☐ Yes ☐ No ☐ N/A

Date approved: ____________________

H. Firm bid from contractors: ☐ Yes ☐ No

Bid amount: $ ____________________

I. Please attach any additional information about project.

MANAGEMENT

To be completed in full by each officer, director of organization; if an item is not applicable, please indicate so.

☐ Yes ☐ No Is the church, clergy, trustee or authorized representative liable as a guarantor or endorser on an existing loan?

____

☐ Yes ☐ No Has the church, clergy, trustee or authorized representative ever declared bankruptcy?

____

☐ Yes ☐ No Has the church, clergy, trustee or authorized representative ever been convicted of a felony?

____

☐ Yes ☐ No Has the church, clergy, trustee or any authorized representative in the organization been involved in any pending lawsuits, currently under indictment or on parole or probation? If so, please provide details.

____

☐ Yes ☐ No Has the church, clergy, trustee or any authorized representative in the organization been charged with, arrested or convicted of a criminal offense other than a minor vehicle violation? If so, please provide details.

____

☐ Yes ☐ No Is the church, clergy, trustee and/or any authorized representative in the organization current on all federal, state, and county taxes, including but not limited to payroll, sales tax, workman's compensation, etc.? If not, please provide details.

____

☐ Yes ☐ No Is the church, clergy, trustee or any authorized representative in your organization current on all personal and intangible property taxes? If not, please provide details.

____

☐ Yes ☐ No If you are applying for an SBA loan, please answer the following question: Have you or your business obtained any Commercial Property Assessed Clean Energy (C-PACE) financing for any properties? If so, provide details.

____

I declare under penalty of perjury that these statements are true and correct.

Signature ______________________________ Date ______________________________

Print Name ______________________________

PRIVACY POLICY DISCLOSURE

CBS is committed to the highest standards in safeguarding and using your confidential information. CBS will collect certain personal identifiable information ("PII") which includes but not limited to business, geographic and demographic information, names, addresses, phone numbers, email addresses, tax identification numbers, employee identification numbers, trust agreements, corporate documents, bank account numbers, loan numbers, obligation numbers, passwords for secured documents, and other financial information while processing your loan application.

PII collected by CBS is not sold to third parties, and is only disclosed to those third parties authorized by you, or when necessary to provide or administer services as it relates to the processing of your loan application, including service providers under contract with CBS, who help with parts of CBS' business, when required by an audit by a third party (including government authorities) or when required by legal process (law, regulation, court order, subpoena, search warrant, or in the course of legal proceedings).

Pursuant to the Consumer Financial Protection Bureau (the "CFPB") Regulation P, you have a right to receive the CBS Privacy Policy when you enter into a customer relationship with CBS and its member credit unions, on an annual basis during the term of any loan with CBS' member credit unions, and upon request by contact CBS at 888.697.9555. Under the CFPB Regulation P you will receive a copy of this Privacy Policy within ten (10) business days following your request and address you have provided to CBS.

The Privacy Policy is always available to view online at www.cbscuso.com.

**Notice to California Residents*

CBS has adopted a Privacy Policy for California Residents (as defined in Section 17014 of Title 18 of the California Code of Regulations, as that section read on September 1, 2017, however identified, including any unique identifiers) to maintain compliance with the California Consumer Protection Act of 2018. The Privacy Policy for California Residents is available at: https://www.cbscuso.com/about/downloads/

CONSENT TO THE USE OF TAX RETURN INFORMATION

Each party hereto, whether borrower or guarantor, whether entity or individual, understands, acknowledges, and agrees that the Lender and other loan participants, if any, can obtain, use, and share the undersigned's tax return information for the purposes of (i) providing an offer; (ii) originating, maintaining, managing, monitoring, servicing, selling, insuring, and securitizing a loan; (iii) marketing; or (iv) as otherwise permitted by applicable laws, including state and federal privacy and data security laws. The term "Lender" includes the Lender's affiliates, agents, service providers, and any of aforementioned parties' successors and/or assigns. The other loan participants, if any, includes any actual or potential owners of a loan resulting from the undersigned's application, or acquires of any beneficial or other interest in the loan, any mortgage insurer, guarantor, any servicers or service providers for these parties and any of the aforementioned parties' s successors and/or assigns.

HOME MORTGAGE DISCLOSURE ACT NOTICE

For those Loan Applicants submitting a Loan Application that includes collateral consisting of real property that is considered a Dwelling (as that term is defined in the Homa Mortgage Disclosure Act ("HMDA"), Lender will collect information in accordance with HMDA and CRF Part 1003 (Home Mortgage Disclosure – Regulation C), Section 1003.1-1003.6. The HMDA data about Lender's residential mortgage lending are available online for review. The collected data shows geographic distribution of loans and Loan Application(s), ethnicity, race, sex, age and income of Loan Applicants, and information about loan approvals and denials. HMDA data for many other financial institutions are also available online at the Consumer Financial Protection Bureau's website (www. consumer finance.gov/hmda).

ACKNOWLEDGMENT

Signature of Authorized Representative: ____ Date ____________

BROKER DISCLOSURE FORM

This Broker Disclosure Form (the "Form") is to confirm that the undersigned has retained ____________________________ (the "Broker") to facilitate a possible commercial loan transaction involving the property located at ____________________________ through Cooperative Business Services, LLC ("CBS") and a lead credit union to be chosen at a later date (the "Lender"). The Broker is hereby authorized to negotiate any proposed loan on the undersigned's behalf, disclose confidential information to CBS, and receive confidential information about a potential loan from Lender through CBS. Such authorization will also include any and all confidential information from any guarantors on the proposed loan from Lender.

Broker may receive a fee for its involvement in the proposed transaction; by signing below, the undersigned acknowledges that CBS and/or Lender is in no way liable or responsible for the payment of such fee to the Broker, and will not facilitate the payment of fee to the Broker. All monetary arrangements and agreements between the Broker and undersigned (including any guarantors) are outside of the scope of the proposed loan from the Lender through CBS.

CBS and Lender may rely on the authority of the Broker until the undersigned provides notification to CBS, in writing, that its relationship with the Broker has been terminated.

By signing below, the undersigned warrants and represents that he/she has the capacity and authority to sign this Form on behalf of the undersigned, including any successor and/or assigns of the entity.

Entity Name: ____

By: ____

Name: ____

Title: ____

ACKNOWLEDGMENT FROM GUARANTOR(S) OF POTENTIAL LOAN:

By: ____

Name: ____

By: ____

Name: ____

By: ____

Name: ____

BROKER INFORMATION:

Brokerage Firm Name: ____

Primary Contact at Brokerage Firm: ____

Email Address of Contact: ____

Phone Number ____

Address ____

City/State/Zip ____

License # ____

SMALL BUSINESS DATA COLLECTION FORM

Federal law requires that we request the following information to help ensure that all small businesses applying for loans and other kinds of credit are treated fairly and that communities' small business credit needs are met.

One or more employees or officers involved in making a determination concerning your application may have access to the information provided on this form. However, **FEDERAL LAW PROHIBITS DISCRIMINATION** on the basis of your answers on this form. Additionally, we cannot discriminate on the basis of whether you provide this information.

Information about your application (without your name or other directly identifying information) may eventually be available to the public. Though filling out this form will help ensure that all small business owners are treated fairly, **YOU ARE NOT REQUIRED TO PROVIDE THIS INFORMATION.**

Business ownership status

Please indicate the business ownership status of your small business. For purposes of this form, your business is a minority-owned business or a women-owned business if one or more minorities** or women (i) directly or indirectly own or control more than 50 percent of the business AND (ii) receive more than 50 percent of the net profits/losses of the business.

Continues on next page

What is your business ownership status? (Check one or more)

☐ I do not wish to provide this information

☐ Minority-owned business

☐ Women-owned business

☐ None of these apply

***Minority means Hispanic or Latino, American Indian or Alaska Native, Asian, Black or African American, or Native Hawaiian or Other Pacific Islander. A multi-racial or multi-ethnic individual is a minority for this purpose.*

Number of principal owners

For purposes of this form, a principal owner is any individual who owns 25 percent or more of the equity interest of a business. A business might not have any principal owners if, for example, is not directly owned by any individuals (i.e., if it is owned by another entity or entities) or if no individual directly owns at least 25 percent of the business.

How many principal owners does your business have? (Check one)

☐ 1

☐ 2

☐ 3

☐ 4

Demographics and information about principal owners

As a reminder, APPLICANTS ARE NOT REQUIRED TO PROVIDE THIS INFORMATION. We cannot discriminate on the basis of any person's ethnicity, race or sex. Further, we cannot discriminate on the basis of whether you provide this information.

PLEASE FILL OUT ONE SHEET FOR EACH PRINCIPAL OWNER.

1. What is your ethnicity? (Check only one)

☐ I do not wish to provide my ethnicity

☐ Hispanic or Latino

☐ Not Hispanic or Latino

Continues on next page

2. What is your race? (Check one or more)

☐ I do not wish to provide my race
☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

3. What is your sex? (Check only one)

☐ I do not wish to provide my sex
☐ Male
☐ Female

Notice To Each Applicant:

One or more employees or officers involved in making a determination concerning this application may have access to each applicant's responses to the financial institutions inquiries regarding whether the applicant is a minority-owned business or a woman-owned business, and regarding the ethnicity, race and/or sex of the applicant's principal owner.

REFERRAL SOURCE

How did you hear about CBS?

☐ Search engine (Google, Bing, etc.)
☐ Email
☐ Print advertisement
☐ Referral (please specify)
☐ Social media
☐ Event/trade show
☐ Other (please specify) ____