



Documents Needed Checklist

INFORMATION ON THE PROJECT/PROPERTY

- Purchase/Sale Agreement
- Real Estate Appraisal (other valuation accepted under certain circumstances)
- Plans and Specifications
- Cost Breakdowns and Estimates
- Construction Contract

INFORMATION ON THE CHURCH'S FINANCES

- Financial Statements (3 years + YTD)
 - Income and Expense Statements
 - Balance Sheets
- Annual Reports (3 years)
- Use of Funds Statement (for current project)
- List of Outstanding Debt (including name of lender, current balance, monthly payments, and collateral)

INFORMATION ON THE CHURCH AND MINISTER

- History of the Organization (include any brochures)
- Corporate By-Laws
- Certificate of Incorporation
- History of Attendance (3 years + YTD)
- Minister's Resume

OTHER (if applicable)

- Lease Agreements