

**NEW COVENANT DOMINION FEDERAL CREDIT UNION  
1185 BOSTON ROAD  
BRONX, NEW YORK 10456**

**LOAN APPLICATION  
CHECKLIST**

Name of Organization \_\_\_\_\_

Date \_\_\_\_\_

**FORMS ENCLOSED**

- Corporate Membership Application with check for \$25 membership fee
- Application Fee Notice with a \$300 check for loan application fee (*requires signature from 2 unrelated corporate officers*)
- Loan Application (*requires signatures from 2 unrelated corporate officers*)
- Financial Questionnaire
- Schedule of Present Loans
- Authorization for Credit Rating (*requires signature from 1 corporate officer*)
- Ten Largest Contributors
- Leadership History
- Facility History
- Environmental Survey (*requires signatures from 2 unrelated corporate officers*)
- List of Board Members
- Construction Loan Questionnaire (if applicable)
- Capital Campaign Questionnaire (if applicable)

**MINISTRY INFORMATION**

- Copy of the Church's Statement of Faith
- Minutes of Board Meeting authorizing loan.
- Minutes of Congregational Meeting authorizing loan
- Copy of Bylaws
- Copy of Articles of Incorporation (recorded copy) with Amendments
- Please provide a short history of the organization:
- Please provide information on the focus of your ministry:
- Biographical sketch of leadership (resumes)

**FINANCIAL INFORMATION**

- Balance Sheets and Income Statements for:
  - Year-to-Date within the past 90 days
  - Last Year Financial Statement
  - Previous Year Financial Statement
- Church Budget for:
  - Current Year
  - Last Year Budget
- Copies of past 3 months bank statements

**PROPERTY INFORMATION (For all loan using property as collateral)**

- Copy of warranty deed for each property used as collateral
- Copy of property tax statement
- Copy of fire and hazard insurance policy along with name and address of your insurance agent
- Pictures of the interior and exterior of the church
- Copies of documentation for loans to be refinanced (if applicable)
- Copies of all purchase and/or lease agreements involved in the transaction (if applicable)
- Copy of preliminary title report (if available)
- Copy of any property appraisals on file (if available)
- Primary contact to set up appraisal appointment

**CONSTRUCTION LOAN INFORMATION (if applicable)**

- Detailed cost estimates for construction project signed and dated by the general contractor
- Construction plans
- General contractor information referred to in the Construction Questionnaire
- Maximum Price Contract (if available)

# APPLICATION FEE NOTICE

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Date

The review and processing of a corporate application on your behalf requires New Covenant Dominion Credit Union to incur, regardless of the outcome of your application, certain expense for credit reports and processing. For these items we charge an application fee. This fee will NOT be refunded to you even if the application should later be declined by us or canceled by you.

If you choose to withdraw or cancel your application for any reason you will not be entitled to a refund of any portion of your application fee. The fee schedule is as follows:

- \$150 for all unsecured lines of credit. \*
- \$100 for all other loans not secured by real property.
- \$300 for all loans secured by real property (excluding construction loans).
- \$300 for all loans secured by modular units or mobile homes.
- \$500 for all construction loans.

No application will be accepted without a check payable to New Covenant Dominion Federal Credit Union for the appropriate amount. \* Please note that corporate lines of credit are also subject to an additional fee of \$100 or 1/2% of the limit at approval and annually upon renewal, whichever is greater.

I have read and understand this "Notice Regarding Application Fee".

I (We) have received a copy of this disclosure.

By: \_\_\_\_\_  
Authorized Signer

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Authorized Signer

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**NEW COVENANT DOMINION FEDERAL CREDIT UNION**  
**LOAN APPLICATION**

\_\_\_\_\_  
Name of Organization Primary Phone Number

\_\_\_\_\_  
Employer Identification Number (Tax I.D) Fax Number

\_\_\_\_\_  
Street Address City State Zip Code

\_\_\_\_\_  
Loan Contact Title Phone Number

Requested Loan Amount: \_\_\_\_\_

*Please give a brief description of how the loan funds will be used:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please give a brief description of the collateral offered:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above named organization hereby applies for a loan with New Covenant Dominion Federal Credit Union. We understand that this application is to be submitted only with all financial and statistical information requested by NCDFCU. The authorized corporate officers signed below hereby certify that all information provided in connection with this application is accurate and complete.

By: \_\_\_\_\_  
Authorized Signer

By: \_\_\_\_\_  
Authorized Signer

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# FINANCIAL QUESTIONNAIRE

Name of Organization		Primary Phone Number	
Employer Identification Number (Tax I.D)		Fax Number	
Street Address	City	State	Zip Code
Loan Contact	Title	Phone Number	

**Type of Organization/Ownership:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Corporation or Ministry, non-profit | <input type="checkbox"/> Corporation, for profit     | <input type="checkbox"/> DBA/Sole Proprietorship |
| <input type="checkbox"/> Partnership                         | <input type="checkbox"/> Unincorporated Non-Business | <input type="checkbox"/> Other                   |

**Number of Employees/Staff Last Three Years:**

	Two Years Previous	Previous Year	Current Year
Full-Time	_____	_____	_____
Part-Time	_____	_____	_____

**Weekly Church Attendance for the Last Three Years (if applicable):**

	Two Years Previous	Previous Year	Current Year
Sunday School	_____	_____	_____
Sunday Morning	_____	_____	_____
Sunday Evening	_____	_____	_____

**School Enrollment for the Last Three Years (if applicable):**

	Two Years Previous	Previous Year	Current Year
Preschool	_____	_____	_____
Elementary	_____	_____	_____
High School	_____	_____	_____
College	_____	_____	_____

**Income Statement Summary:**

Please attach statement explaining any substantial net loss. A statement is also required if the net gain is not sufficient to cover the annual payments on the new loan.

	Two Years Previous	Previous Year	Current Year
Annual Income for all sources	_____	_____	_____
Annual expenses	_____	_____	_____
Net gain or loss	_____	_____	_____

**Balance Sheet Summary for Period Ending** \_\_\_\_\_  
 (mm/dd/yy)

Current Assets (cash, negotiable securities)	_____	_____	_____
Real Property (market value)	_____	_____	_____
Other assets	_____	_____	_____
Total Assets	_____	_____	_____
Current Liabilities (due in one year or less)	_____	_____	_____
Long Term Liabilities	_____	_____	_____
Total Liabilities	_____	_____	_____
Net Worth (excess of assets over liabilities)	_____	_____	_____

**Schedule of Payments Summary:**

Please attach the enclosed "Schedule of Present Loans" itemizing each loan and corresponding payment amount. Please include mortgage payments, rent payments, and other contractual monthly obligations.

Total Monthly Obligations	_____	_____	_____
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***Please attach financial statements supporting the above numbers.***

**NEW COVENANT DOMINION FEDERAL CREDIT UNION**  
**SCHEDULE OF PRESENT LOANS**

\_\_\_\_\_  
Name of Organization Date

**LENDER'S INFORMATION:**

Name of Bank: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Loan Number: \_\_\_\_\_  
Origination Date: \_\_\_\_\_  
Interest Rate: \_\_\_\_\_  
Maturity Date: \_\_\_\_\_  
Specific Collateral: \_\_\_\_\_  
Original balance: \_\_\_\_\_  
Current Balance: \_\_\_\_\_  
Monthly Payment: \_\_\_\_\_

Name of Bank: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Loan Number: \_\_\_\_\_  
Origination Date: \_\_\_\_\_  
Interest Rate: \_\_\_\_\_  
Maturity Date: \_\_\_\_\_  
Specific Collateral: \_\_\_\_\_  
Original balance: \_\_\_\_\_  
Current Balance: \_\_\_\_\_  
Monthly Payment: \_\_\_\_\_

Name of Bank: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Loan Number: \_\_\_\_\_  
Origination Date: \_\_\_\_\_  
Interest Rate: \_\_\_\_\_  
Maturity Date: \_\_\_\_\_  
Specific Collateral: \_\_\_\_\_  
Original balance: \_\_\_\_\_  
Current Balance: \_\_\_\_\_  
Monthly Payment: \_\_\_\_\_

## SCHEDULE OF PRESENT LOANS

Pg. 2

\_\_\_\_\_  
Name of Organization Date

### LENDER'S INFORMATION:

Name of Bank: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Loan Number: \_\_\_\_\_  
Origination Date: \_\_\_\_\_  
Interest Rate: \_\_\_\_\_  
Maturity Date: \_\_\_\_\_  
Specific Collateral: \_\_\_\_\_  
Original balance: \_\_\_\_\_  
Current Balance: \_\_\_\_\_  
Monthly Payment: \_\_\_\_\_

Name of Bank: \_\_\_\_\_  
Contact: \_\_\_\_\_  
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Maturity Date: \_\_\_\_\_  
Specific Collateral: \_\_\_\_\_  
Original balance: \_\_\_\_\_  
Current Balance: \_\_\_\_\_  
Monthly Payment: \_\_\_\_\_

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Maturity Date: \_\_\_\_\_  
Specific Collateral: \_\_\_\_\_  
Original balance: \_\_\_\_\_  
Current Balance: \_\_\_\_\_  
Monthly Payment: \_\_\_\_\_