

Church Loan Fund, Inc.

Internal Checklist

- _____ 1. Complete Application
- _____ 2. Application Fee enclosed
- _____ 3. Church Resolution/Signed
- _____ 4. State/Regional Guaranty/Signed
- _____ 5. Loan Signature Page
- _____ 6. Covenant Not to Compete
- _____ 7. Receipts & Disbursements Journal
- _____ 8. Financial Statements
- _____ 9. Pastor's Resume
- _____ 10. Real Estate Contract (if applicable)
- _____ 11. Certified Appraisal

To be completed by CLF Officer

- _____ 12. Loan to Value
- _____ 13. Ability to Pay
- _____ 14. Loan Concentration

If Approved:

- _____ 15. Letter of Commitment

Before Closing

- _____ 16. Property Tax Affidavit
- _____ 17. COG Warranty Deed
- _____ 18. Property Insurance listing CLF as Mortgage/Loss Payee (Paid 1 Year)
- _____ 19. Title insurance policy
- _____ 20. Promissory Note
- _____ 21. ACH Bank Draft Authorization
- _____ 22. Recorded Mortgage (After Closing)