



CHECKLIST OF ITEMS NEEDED

<u>ITEM REQUESTED:</u>	<u>HOW TO COMPLETE REQUEST:</u>	<u>COMPLETED:</u>	<u>NOT COMPLETED:</u>
• Copy of current deed	• <i>Review current files or county records</i>	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of current property insurance	• <i>Church files/insurance company</i>	<input type="checkbox"/>	<input type="checkbox"/>
• District guarantee or approval	• <i>Meet with district officials for authorization</i>	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of church minutes for loan	• <i>An official church membership meeting with a quorum approving the loan</i>	<input type="checkbox"/>	<input type="checkbox"/>
• Three (3) years of church financial records in a balance sheet form	• <i>See attachment of a balance sheet</i>	<input type="checkbox"/>	<input type="checkbox"/>
• Three (3) years of church financial records in income/expense form	• <i>See attachment of income/expense sheet</i>	<input type="checkbox"/>	<input type="checkbox"/>
• The last quarter (3 months) financial records	• <i>See attachment of financial records</i>	<input type="checkbox"/>	<input type="checkbox"/>
• Current EIN (Employer Identification Number) of local church	• <i>Contact the IRS for an EIN for your church by going to www.irs.gov, look up form SS-4 or call 1-800-829-4933 option 1</i>	<input type="checkbox"/>	<input type="checkbox"/>
• Real Estate Appraisal of property	• <i>A drive-by appraisal if the loan request is under \$200,000.00; a certified appraisal if loan request is over \$200,000.00. Contact a local realtor or appraiser</i>	<input type="checkbox"/>	<input type="checkbox"/>
• \$200.00 application fee payable to PCGEF	• <i>Please submit with application. NOTE: THIS FEE IS NON-REFUNDABLE</i>	<input type="checkbox"/>	<input type="checkbox"/>
• One (1) point origination fee to PCGEF	• <i>Pay upon closing of loan</i>	<input type="checkbox"/>	<input type="checkbox"/>
• Loan Service Fee	• <i>Between 300.00-600.00</i>	<input type="checkbox"/>	<input type="checkbox"/>
• Survey/Analysis (optional)	• <i>To determine what product fits the church and for optimum service</i>	<input type="checkbox"/>	<input type="checkbox"/>