



## Loan Application and Approval Time Line

1. A funds available report is generated each week.
2. Loans are considered on a “first come, first serve basis”.
3. If it is less than two weeks before a regular quarterly meeting of the Board of Directors, the loan application will be submitted to the directors at the regular quarterly meeting for their consideration.
4. If it is more than two weeks before a regular quarterly meeting of the Board of Directors, the loan application, if for less than \$1,000,000, will be submitted for an email ballot by the directors. If the loan application is for \$1,000,000 or more, a conference call of the Board of Directors will be scheduled to consider the loan application. **The email ballot process and the conference call can take up to five (5) business days to schedule and complete.**
5. Once a majority vote on the application has been made, this office will notify the church by phone. If the loan has been approved, a commitment letter and other materials will be sent to the church detailing the conditions under which the loan had been approved.
6. The chair of trustees and the pastor need to sign the Commitment Letter and return it to this office. The accompanying “Standard Terms and Conditions” do not need to be returned.
7. Once this office has received a properly signed commitment letter, our attorney will be notified to draw up the appropriate papers and to contact the person designated by the church to act on its behalf. If this is a first mortgage loan, this portion of the process can take up to **forty-five (45) days**, depending on the complexity of the documents needed to close on the loan.
8. IF THE CHURCH'S PROJECT INVOLVES NEW CONSTRUCTION AND A “NOTICE OF COMMENCEMENT” WILL BE FILED RELATIVE TO THE PROJECT, DO NOT FILE THE “NOTICE OF COMMENCEMENT” UNTIL THE MORTGAGE DOCUMENTS HAVE BEEN RECORDED IN THE COUNTY CLERK'S OFFICE. THE “NOTICE OF COMMENCEMENT” WILL BE FILED BY THE FOUNDATION'S ATTORNEY ON CLOSING DAY.
9. The loan will be closed on in a manner acceptable to the church and this office. Usually, all the paperwork is completed by mail.



**The Florida United Methodist Foundation, Inc.**

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## LOAN APPLICATION

Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
GCFA Number (if applicable)

\_\_\_\_\_  
Institution Corporate Name

\_\_\_\_\_  
Institution Name

\_\_\_\_\_  
County

\_\_\_\_\_  
Address

\_\_\_\_\_  
Pastor/President/CEO

\_\_\_\_\_  
City, State Zip Code

\_\_\_\_\_  
Contact for Loan Purposes

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
District

\_\_\_\_\_  
Contact Email

Please provide the following names:

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Secretary, Board of Trustees

\_\_\_\_\_  
Chairman, Finance Committee

\_\_\_\_\_  
Financial Secretary/Business Administrator

\_\_\_\_\_  
Treasurer

Is your institution new; i.e., new church start? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you working with the Florida Conference Committee for New Church Development? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is your institution chartered? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If "Yes", year chartered: \_\_\_\_\_

Is your institution incorporated? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is your institution invested in The Development Fund of The Florida United Methodist Foundation, Inc.?

\_\_\_\_\_Yes \_\_\_\_\_No

Please tell us about your connectional commitment by providing us with your institution's apportionment history (if applicable) over the last five years. If less than 100% for the past five years, please submit an explanation on a separate sheet with the loan application:

	Year	Percentage Paid	Amount Paid
Current Year			
1 <sup>st</sup> Previous Year			
2 <sup>nd</sup> Previous Year			
3 <sup>rd</sup> Previous Year			
4 <sup>th</sup> Previous Year			

Are there any outstanding property insurance premiums? \_\_\_\_\_Yes \_\_\_\_\_No  
If so, how much? \$\_\_\_\_\_

Are there any outstanding health insurance premiums? \_\_\_\_\_Yes \_\_\_\_\_No  
If so, how much? \$\_\_\_\_\_

Are there any outstanding clergy pension contributions? \_\_\_\_\_Yes \_\_\_\_\_No  
If so, how much? \$\_\_\_\_\_

Are there any other outstanding unpaid accrued bills? \_\_\_\_\_Yes \_\_\_\_\_No  
If so, how much? \$\_\_\_\_\_

Please Tell us about you scheduled services/attendance and financial stewardship:

	Year	Present Membership	Average Worship Attendance	Church School Enrollment	Church School Attendance	Average Weekly Offering	Average Number of Giving Units
Current Year						\$	
1st Previous Year						\$	
2nd Previous Year						\$	
3rd Previous Year						\$	

Please tell us about your financing needs/request:

What is the amount of the loan that you are requesting? \_\_\_\_\_

What is the amortization period you are requesting? \_\_\_\_\_

**\*PLEASE NOTE: ALL LOAN CLOSING COSTS WILL BE DEDUCTED FROM THE LOAN PROCEEDS UNLESS OTHER ARRANGEMENTS ARE MADE PRIOR TO CLOSING ON THE LOAN.**

Please tell us about your project:

Total Cost of Project (including architectural and other associated fees)

\$ \_\_\_\_\_ Total actual / estimated (circle one)

\$ \_\_\_\_\_ Estimated cost per square foot

*Please check the appropriate boxes below and attach a separate sheet with detailed description of the project.*

\_\_\_\_\_ (A) **New Construction at present or new location**

(1) Estimated construction period: \_\_\_\_\_

(2) Has construction/remodeling begun? \_\_\_\_\_

(3) Has a Notice of Commencement been recorded? \_\_\_\_\_

(4) Is this a "Fixed Price" contract? \_\_\_\_\_

(5) Is there any affiliation between the institution and/or its constituents with any building contractor or supplier who has an interest in or may receive any of the loan proceeds? \_\_\_\_\_

(6) The type of construction contract will be (check one):

\_\_\_\_\_ Stipulated Sum Basis with 100% Performance Bond and 100% Labor and Material Bond. (See Loan Policies for Conditions)

\_\_\_\_\_ Construction Management Basis without Performance Bond and Labor and Material Bond on the General Contractor. (See Loan Policies for Conditions of Acceptability)



Tell us about your Capital Campaign:

A Capital Campaign was/will be (*circle one*) conducted on \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ and pledges were/will be (*circle one*) secured for a total of \$\_\_\_\_\_, payable during the period \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ through \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_.

(The amount of pledges should equal the total of at least two years of the loan amortization.)

As of \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_, the total amount received on these pledges was \$\_\_\_\_\_. Another Capital Campaign will be held on \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ to secure additional pledges for debt retirement. It is anticipated that the Capital Campaign will be conducted by \_\_\_\_\_.

Tell us about your church property:

Building/Facility	Yes/No	Age	Seating Capacity	Square Footage	Property FMV	Exterior*
Auditorium/Sanctuary						
Education Building						
Fellowship Hall						
Day Care						
Parsonage(s)						
Other						

\* Type of Exterior; i.e., wood, brick, metal, stone, etc.

Tell us about your existing mortgage loans:

Name of Lender \_\_\_\_\_ Loan Officer \_\_\_\_\_

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

Account or Loan Number \_\_\_\_\_ Loan Origination Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Interest Rate \_\_\_\_\_%

Original Loan Amount \$ \_\_\_\_\_ Current Balance \$ \_\_\_\_\_ Payment \$ \_\_\_\_\_

Amortization Period \_\_\_\_\_

Property Legal Description \_\_\_\_\_

Property Physical Address \_\_\_\_\_

Name of Lender \_\_\_\_\_ Loan Officer \_\_\_\_\_

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

Account or Loan Number \_\_\_\_\_ Loan Origination Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Interest Rate \_\_\_\_\_%

Original Loan Amount \$ \_\_\_\_\_ Current Balance \$ \_\_\_\_\_ Payment \$ \_\_\_\_\_

Amortization Period \_\_\_\_\_

Property Legal Description \_\_\_\_\_

Property Physical Address \_\_\_\_\_

Does your institution have any additional debt (e.g., mortgage loans, credit lines, unsecured notes, etc.)?  Yes\*  No

*\*If so, please attach on a separate sheet.*

## Authorizing Resolution

This certifies that the Charge Conference (or Church Conference) of the \_\_\_\_\_ United Methodist Church of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, adopted the following RESOLUTION:

BE IT RESOLVED that the Trustees, or proper officials of The \_\_\_\_\_ United Methodist Church of \_\_\_\_\_ are hereby authorized to borrow money from The Florida United Methodist Foundation, Inc., not to exceed the amount of \$\_\_\_\_\_, and an amortization period not to exceed \_\_\_\_\_.

Date: \_\_\_\_\_ Signed \_\_\_\_\_  
Charge/Church Conference Secretary  
\_\_\_\_\_  
Type or Print Name

## Recommendation of the District Board or if not applicable, the signature of the District Superintendent

At a meeting of the District Board of the \_\_\_\_\_ District held on \_\_\_\_\_, 20\_\_\_\_, it was recommended that a loan of \$\_\_\_\_\_ be granted.

Date: \_\_\_\_\_ Signed \_\_\_\_\_  
President of District Board  
\_\_\_\_\_  
Type or Print Name

Date: \_\_\_\_\_ Signed \_\_\_\_\_  
Secretary of District Board  
\_\_\_\_\_  
Type or Print Name

\*The Recommendation of the District Board is not applicable.

Signed \_\_\_\_\_  
District Superintendent

## Consent of the District Superintendent and Pastor

The undersigned individuals, as District Superintendent of The Florida Annual Conference District in which \_\_\_\_\_ United Methodist Church of \_\_\_\_\_ is located and as Pastor appointed to said church, certify that we have examined the forgoing application and, pursuant to Paragraphs 2539 and 2540 of the Discipline (2004) of The United Methodist Church and consent and recommend that a loan of \$\_\_\_\_\_ with an amortization period of no more than \_\_\_\_\_ be granted.

Date: \_\_\_\_\_ Signed \_\_\_\_\_  
District Superintendent

\_\_\_\_\_  
Type or Print Name

Date: \_\_\_\_\_ Signed \_\_\_\_\_  
Pastor

\_\_\_\_\_  
Type or Print Name

## If an attorney will be representing the church

\_\_\_\_\_  
Name of Attorney (print or type)

\_\_\_\_\_  
Address

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Email Address

## Please include the following information as attachments:

*\*Please note, failure to include the following information will result in your application being returned to you.*

- (A) Financial Statements:
  - a. Income & Expense Statement (year to date)
  - b. Balance Sheet (year to date)
  - c. Year-end Financial statements for each of the previous two years (includes Balance Sheet and Income & Expense Statement )
- (B) Detailed description of the project
- (C) Cost breakdown of the project
- (D) Legal description of the property to be mortgaged
- (E) Physical address of the property to be mortgaged
- (F) Signed Certification, located on the last page of the Foundation's loan policies.
- (G) Information relative to any additional outstanding debt either secured or unsecured that your institution may have.
- (H) If apportionment history is less than 100% for the past five years, please provide an explanation.
- (I) Answer the following questions:
  - a. What community ministries does the church sponsor?
  - b. What community programs are housed in the church facility and whom do they serve?
  - c. What percentage of church income is spent on mission projects?

**LOAN POLICIES OF THE FLORIDA UNITED METHODIST FOUNDATION, INC.**  
**DEVELOPMENT FUND**

Adopted 12/5/92

**Definitions:**The Florida United Methodist Foundation Development Fund, hereafter called "the Fund" is a subsidiary entity of The Florida United Methodist Foundation, Inc., hereafter called "the Foundation". Wherever used herein, the term "president" shall refer to the president of the Fund.

I. **Preamble**

The purpose of the Fund is to provide low interest, first mortgage loans only to the churches of The Florida Conference of the United Methodist Church out of funds which have been invested in the Fund by Florida residents, United Methodist churches, agencies, districts and the annual conference. The Fund exists only because United Methodists and others in Florida are willing to participate in development projects beyond their own local churches - - in new building construction, site purchases, expansions and renovations. The Fund has become one of the finest examples of the connectional concept in United Methodism.

As a result, the directors of the Fund take very seriously the following principles and activities when reviewing loan applications:

- A. A church must be in ministry to more than just those who are on the membership roll. That is, does the church extend its ministries into the neighborhood, into the larger community, into the district, into the conference, into the nation and into the world? Several indicators reveal the extent of a church's ministry:
  - 1.) What community ministries does the church sponsor?
  - 2.) What community programs are housed in the church facility and whom do they serve?
  - 3.) What percentage of church income is spent on "mission" projects?
- B. The church must be a connectional church, just as the Fund connectional in its function. How committed is the church to the connectional church? How has it participated in connectional ministries and programs? What percentage of apportionments the church has paid for each of the past three years? What is its commitment to paying apportionments at the 100% level?
- C. The church must be willing to share a portion of its assets with other United Methodist churches in the Florida Conference. Others have been willing to share their assets by investing them in the Fund to make loans available to local churches and to other units of the Florida Conference. Is this church willing to share some of its assets with other churches by also investing in the Fund? What has been the history of investment in the Fund by the church and its members seeking a loan? What will be the level of commitment to invest in the Fund now and in the future?

II. **Loan Conditions:**

- A. The maximum amount that can be loaned in total to any borrower shall not exceed 5% of the total amount invested in the Fund.
- B. The normal amortization period for any loan shall be 15 years. However, a 20-year amortization period may be approved on a case-by-case basis, and the Foundation is authorized to establish amortization schedules, which may contain balloon provisions.
- C. The Board of Directors will set the interest rate on loans quarterly. Under certain loan conditions, the Fund reserves the right to negotiate variable interest rates.
- D. Because the Fund has finite funding resources and wishes to provide those resources to as many United Methodist Churches as reasonably possible, loans are made with the understanding that the borrower will draw these funds promptly as described below: It is not acceptable to the Fund for a borrower to only partially use a loan, or to attempt to use the loan as a line of credit. Accordingly, the Fund will charge a commitment fee equal to one percent (1%) of the amount of the loan ("Commitment Fee"). This Commitment Fee upon the execution of the Commitment Letter is fully earned and is due and owing to the Fund. The Commitment Fee will be due upon ten (10) days written notice from the Fund to borrower and may be drawn by the Fund at its option against any of the loan account not yet disbursed to the borrower. Notwithstanding the foregoing, if the loan is fully and completely disbursed to the borrower within ninety (90) days of the date at the top of the first page of this Commitment Letter, or, if a construction loan, is fully and completely disbursed to the borrower on or before the end of the construction period described in the loan documents (collectively, the "Time Requirements"), the Fund may waive and not require the payment of the Commitment Fee. Additionally, if borrower fails to comply with the foregoing Time Requirements, any remaining balance not drawn by the borrower shall then be advanced to the borrower and the borrower shall begin thirty (30) days thereafter making its payments of principal and interest.
- E. Loans are considered on a first come, first serve basis, as evidenced by a date stamped on the application by the Fund staff.
- F. Loans shall not be made that will have the effect of establishing a line of credit for any Florida Conference United Methodist church, agency or institution. When a future advance is made on a loan or when the current balance is being re-amortized, the amortization period cannot extend beyond the existing amortization period.
- G. Loans will not be approved for structures that are inherently portable or relocatable in nature. Any structure that in a construction appraisal would not be considered as a permanent asset and add value to the property shall not be funded through the Foundation. This would include but is not

limited to portable or relocatable structures, fabric or membrane structures, tents, air-supported structures, tensioned structures or other similar structures.

- H. The District will be asked to guarantee loans to marginal local church situations but only to the extent allowed by the District's assets. Where appropriate, the District will be asked to provide financial statements.
- I. The borrower shall provide at least 20% of the cost of the project.
- J. If the loan is to be used for the purchase of property, the borrower shall provide a down payment equal to 20% of the purchase price.

III. **Loan Application Requirements:**

- A. The Loan Application form and supporting materials shall be completed and submitted to the Foundation's president or the president's assignee before formal consideration of a loan request will be made. This includes –
  - a. Project description and purpose,
  - b. The consent of required authorities,
  - c. A financial statement,
  - d. When required, the results of a capital funds drive, showing the receipt of pledges in an amount equal to 100% of the mortgage payments for the first two years,
  - e. A statement documenting that the total debt service of the church will not exceed 35% of the total annual income of the church (including building fund receipts), and
  - f. If a construction loan, the church must indicate which of the two types of contractual arrangements (as described in Loan Disbursement Conditions, below) it will have with the contractor. The contractual arrangement chosen is not subject to reconsideration by the church once the loan is committed.
- B. If the cost of the project exceeds \$50,000, a report shall be submitted to the Fund's directors by an authorized representative of the Fund who has visited the project and met with appropriate project officials to discuss the feasibility of the project and the ability of the unit to repay the full loan amount.
- C. The borrowing unit shall submit updated financial information if the formal loan application was completed more than 90 days prior to the date of its consideration

IV. Approval Process

- A. The Executive Committee may approve loans of \$100,000 or less; and the President may approve loans of \$25,000 or less.
- B. E-mail ballots may be used in approving/disapproving of all loans that are less than \$1,000,000.
- C. Loans of \$1,000,000 or more must be approved during telephone or video conference calls or at regular or called Board meetings.

V. **Closing Conditions:**

- A. All loans shall be secured by a first mortgage on the church property.
- B. Documents to be submitted by the church are:
  - a. A Promissory Note,
  - b. A recorded Mortgage that includes language prohibiting the assumption of additional debt by the borrower without the written consent of the Foundation directors,
  - c. An acceptable Mortgagee's Title Policy, from a title company selected by the Foundation, showing the Foundation as the holder of the first lien on the encumbered property.
  - d. Evidence of inclusion in the policy of insurance covering the church property
  - e. A recorded Notice of Commencement recorded after the Promissory Note and the Mortgage,
  - f. If the loan is being used to purchase land, the results of an environmental audit conducted by a firm acceptable to the Fund, and
  - g. Other such documents as shall be deemed necessary by the counsel for the Foundation.
- C. Documentation that a minimum of 10% of the cost of the project is on hand or has been expended on the project. In a land purchase situation, the 10% shall represent a portion of the down payment.
- D. Closing costs are the mortgagor's responsibility.

VI. **Loan Disbursement Conditions:**

A. If the loan proceeds are to be disbursed as a construction loan, the church, with the approval of the Fund, shall enter into a construction loan agreement that shall meet one of the following contractual arrangements:

- a. All projects of \$1,000,000 or more must be completed on a Stipulated Sum Basis with 100% Performance Bond and 100% Labor and Material Payment Bond. The church shall have an agreement with a General Contractor to construct the facility and to provide a bond in the amount of the contract with the General Contractor. The form of Agreement between the Church and the Contractor shall be one that is of an acceptable nature to the unit and the Fund. Bonds shall be provided by sureties licensed in the State of Florida having a minimum rating of B + VI, as rated by Best's Key Rating Guide, current edition. Said bonds shall contain a Dual Obligee Rider naming the Foundation as an obligee, and said bonds and rider shall be in such form as the Foundation shall require. At the discretion of the Executive Committee, this condition can be required for loans less than \$1,000,000.

The Fund shall disburse the loan proceeds after effectuation of the following:

- i. The church has submitted documentation that all funds on hand for the project have been applied by the church, except for those funds representing a 5%-10% contingency reserve,
  - ii. Upon receipt of a copy of the 100% Performance Bond and the 100% Labor and Material Payment Bond,
  - iii. Upon the appropriate request for funds by the proper church official, the architect and the contractor,
  - iv. Upon receipt of evidence that a copy of the Payment and Performance Bonds were recorded with the Notice of Commencement, and
  - v. Upon receipt of waivers of liens for all previous payments.
- b. Construction Management Basis without Performance Bond and Labor and Material Payment Bond on the General Contractor. The church shall have an agreement with a General Contractor who will manage the construction, rather than perform it, without the requirements of a bond. However, the loan is contingent upon the approval by the Fund of the financial stability and creditworthiness of the general contractor and the other trades involved in the project. The church shall provide The Fund with such financial and other information regarding the contractor and other trades, as The Fund shall require.

The Fund shall disburse the loan proceeds after effectuation of the following:

- i. After the church has submitted documentation that all funds on hand for the project have been applied by the unit, except those funds representing a 5%-10% contingency reserve,
  - ii. Upon receipt of the financial data requested by the Fund,
  - iii. Upon the appropriate request for funds by the proper church official, the architect and the contractor, and
  - iv. Upon receipt of waivers of liens for all previous payments
- c. If the loan proceeds are to be disbursed in a lump sum as payment, such as for the purchase of a building and property, the proceeds will be disbursed in a manner agreed upon by the church and the Fund.

VII. Loan Repayment Conditions:

- A. The amount of the monthly loan payment will be determined initially by using the interest rate in effect at the time the loan was approved and the amortization period approved by the Directors. If the loan interest rate adjusts upward by 100 basis points or more from the original interest rate or from the interest rate in effect at the time of the last monthly loan payment adjustment, The Foundation reserves the right to adjust the monthly payment amount to reflect the current interest rate. The original amortization period will not adjust.
- B. At the discretion of the Foundation, during the first 12 months of a loan other than a Construction loan, interest only shall be due monthly, on the first of each month. During this 12 month period, the borrower is also encouraged to make principal payments, in addition to the interest payments. At the end of this 12 month period, the monthly loan payment amount (consisting of interest and principal) shall be established. This regular monthly payment shall be based on the principal balance at the end of this 12 month period, the interest rate that will be in effect on the 1st day of the month after the end of this 12 month period and the remaining amortization period. The first regular principal and interest payment will be due on the first day of the first month after the end of this 12 month period.
- C. On Construction loans, interest only shall be due monthly, on the first of each month, on funds received to date. During the 12 months beginning on the first day of the month after the month in which the final draw on the loan proceeds occurs, interest only shall be due monthly, on the first of each month. During this 12 month period, the borrower is also encouraged to make principal payments, in addition to the interest payments. At the end of this 12 month period, the monthly loan payment amount (consisting of interest and principal) shall be established. This regular monthly payment shall be based on the principal balance at the end of this 12 month period, the interest rate that will be in effect on the 1st day of the month after the end of this 12 month period and the remaining amortization period. The first regular principal and interest payment will be due on the first day of the first month after the end of this 12 month period

- D. No prepayment penalties shall be applied; however, additional payments on principal shall be made only at the time of the regular monthly payment.
- E. A late fee of 5% of the monthly payment will be charged on loan payments received after the 10th of the month.
  - a. Upon a loan becoming 30 days in arrears following the grace period, the loan shall be considered in default. The president shall contact the appropriate church official directly to discuss ways to make the loan current.
  - b. If 30 days following the date of default, the loan has not been made current, the president shall contact the appropriate church official and other appropriate district or conference officers to discuss ways to make the loan current.
  - c. If 60 days following the date of default the loan has not been made current, the president shall meet with the appropriate church official and other appropriate district or conference officers to determine what steps, if any, can be taken to avoid foreclosure.
  - d. Foreclosure shall occur only upon the recommendation of the president and the concurrence of the directors of the Fund.

**VIII. Insurance Settlements:**

If an insurance settlement on mortgaged property is for \$25,000 or less, the Fund shall release the proceeds of the settlement to the church; if in excess of \$25,000, the following shall apply:

- A. The proceeds of the settlement shall be placed in a participation account in the Fund,
- B. The church shall submit to the Fund a proposal detailing the plan and cost of repair, and
- C. Once the proposal has been approved by the Fund, the proceeds of the insurance settlement shall be disbursed as follows:
  - 1.) If the facility was totally destroyed, the Fund would retain that portion of the insurance settlement proceeds which represents the full value of the outstanding principal balance of the mortgage loan and release to the church the remaining portion of the proceeds,
  - 2.) If the property is abandoned, the Fund would retain that portion of the insurance settlement proceeds which represents the full value of the outstanding principal balance of the mortgage loan, or
  - 3.) If the facility is to be repaired, the insurance settlement proceeds shall be disbursed in the same manner as a construction loan.

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- Amended 12/5/92; 9/10/94; 5/13/95; 12/6/97; 4/24/99; 5/20/00; 3/24/01; 9/21/02; 12/7/02, 3/22/03, 5/3/05; 12/01/07; 3/29/08; 6/26/2010; 12/05/2010

## Certification

We certify that we have read and understood the attached policies. We agree to be governed by them in the administration of a loan.

Chairperson, Board of Trustees \_\_\_\_\_

Chairperson, Finance Committee \_\_\_\_\_

Treasurer \_\_\_\_\_

Chairperson, Building Committee \_\_\_\_\_

Pastor \_\_\_\_\_

Name of Church \_\_\_\_\_

Area Code & Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_