

**FINAL APPLICATION FORM**  
**PROPERTY AND LOAN COMMISSION OF THE PRESBYTERY OF BALTIMORE**

CHURCH:

PIN:

Based on your Preliminary Application, dated \_\_\_\_\_ the Property and Loan Commission requests the following information in order that your request can be considered:

NAME, ADDRESS, TELEPHONE, & EMAIL OF PRIMARY CHURCH CONTACT PERSON FOR THIS PROJECT:

NAMES AND TELEPHONE NUMBERS OF KEY CHURCH OFFICERS:

PASTOR:

CLERK OF SESSION:

PRESIDENT, BOARD OF TRUSTEES:

What is the next major milestone for the project?

Expected Date? \_\_\_\_\_

What is the earliest possible date you could close on this sale or loan?

The Property and Loan Commission has developed Checklists to assist churches involved in major projects. The Checklists marked below are attached for your use in this project. Further, any items marked "P&L" on the Checklist need to be submitted with this Final Application. ,If you intend to submit them later indicate when.

- \_\_\_\_\_ Construction/Development Document Checklist
- \_\_\_\_\_ Loan Document Checklist

In addition to any documents indicated on the Checklists above, attach the items checked below:

- \_\_\_ Project description
- \_\_\_ Details of loan (Lender, rate, length, etc.)
- \_\_\_ Copy of loan documents from lender
- \_\_\_ Plans for Funding Campaign
- \_\_\_ Purpose for land purchase
- \_\_\_ Draft copy of deed for land to be purchased
- \_\_\_ Commitment for Title Insurance or alternate provisions
- \_\_\_ Budget implications of project
- \_\_\_ Mission and ministry implication of the project
- \_\_\_ Copies of deeds, specifically: \_\_\_\_\_
- \_\_\_ Most recent Annual Report of the Church (including financials)
- \_\_\_ Budget and actual figures for operating budget, last \_\_\_ years
- \_\_\_ Current year budget and year-to-date actuals
- \_\_\_ Copies of authorizing resolutions adopted by Session, Trustees, and congregation. The signature of the Clerk of Session on this application is certification of the copies of these resolutions.
- \_\_\_ Copy of construction contract (or other contract: \_\_\_\_\_)
- \_\_\_ Church membership and attendance summaries for the last \_\_\_ years
- \_\_\_ Articles of Incorporation \_\_\_\_\_ Church Bylaws
- \_\_\_ State Certificate of Good Standing for church Corporation
- \_\_\_ Copy of the last filed corporation property tax return

Signature of Clerk of Session:

Date: