



**Insurance**

Insurance Carrier \_\_\_\_\_ Agent \_\_\_\_\_  
 Insurance Carrier Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
 Public Liability Coverage \$ \_\_\_\_\_ Property & Casualty Coverage \$ \_\_\_\_\_  
**Prior to funding, General Board must be named as mortgagee on your church's insurance policy**  
**Builders risk insurance is required for construction loans**

**Church Statistical Information**

Date Church was Organized / / \_\_\_\_\_ Current Number of Members # \_\_\_\_\_  
 Date Current Pastor was Hired / / \_\_\_\_\_ Total Number of Active Family Units # \_\_\_\_\_  
 Date Church was Incorporated / / \_\_\_\_\_  
 Past 3 years Avg. SS Attendance Avg. Sun Morning Worship Total Raise for All Purposes  
 1 \_\_\_\_\_  
 2 \_\_\_\_\_  
 3 \_\_\_\_\_

**Long Term Debt**

	Name of Bank, Credit Union or Individual	Amount	Years Remaining
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____

**Church Building Fund / Savings**

Total Amount in Savings \$ \_\_\_\_\_ Total Number of Pledges # \_\_\_\_\_  
 Total Amount Pledged \$ \_\_\_\_\_ Campaign Pledge Period from (date) / / to (date) / /  
 Cash on Hand from Fund \$ \_\_\_\_\_ Name of Company Providing Campaign \_\_\_\_\_

**Project Description (complete section associated with your type of loan)**

**Section 1 - Purchase of Property**

Real Estate Agent/Brokerage \_\_\_\_\_  
 Agent/Brokerage Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

**Quick Worksheet**

Purchase Price	\$ _____
Cash Down Payment	\$ _____
Other Financing	\$ _____
UCLF Loan Required	\$ _____

**Section 2 - Refinance Existing Debt**

Name of Bank or Credit Union \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
 Name of Individual Lender \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Name of Other Lender		
Address		
City	State	Zip
Phone ( )	Fax ( )	

**Quick Worksheet**

	(Original)	(Current)
Bank Financing	\$	\$
Personal Loans	\$	\$
Other Financing	\$	\$
UCLF Loan Required		\$

**Section 3 - Construction or Remodeling**

Name of Contractor	
Phone ( )	Fax ( )
Church's Project Manager	
Phone ( )	Fax ( )

**Quick Worksheet**

Total Cost of Project	\$
Original Cost of Property	\$
Current Value	\$
Date of Purchase	

Project Type	Describe Method of Project Oversight
<input type="checkbox"/> Worship Auditorium	
<input type="checkbox"/> Fellowship Hall	
<input type="checkbox"/> Multi-Purpose Room	
<input type="checkbox"/> Educational Facility	
<input type="checkbox"/> Parsonage	
<input type="checkbox"/> Other	

**SPECIFIC cost breakdown of the construction or remodeling project must be included with application**

**Check List of Supporting Documents**

**Before Mailing, Please Include:**

**For All Loans**

- Financial Statement for prior 3 years (Detail of Income and Expenses)
- Budget for current year
- Proof of insurance - fire & hazard
- Documented value of collateral property, or CMA, or MAI Appraisal
- Completed congregational resolution
- Completed district advisory board resolution
- Articles of Incorporation
- Legal description (Deed to the property)
- Contact for closing escrow
- (Name/Address) who will receive monthly statements
- 4 to 5 photos of the property

**For Purchase Loans Only**

- Copy of purchase contract

**For Refinance Loans Only**

- Contact for payoff information

**For Construction Loans Only**

- General Construction Contract
- Specific cost breakdown of project (including bids and proposals)
- Construction schedule
- Proof of insurance - builders risk

- A) Loans shall be for the purchase of real property, church buildings, or the construction, renovation and repair of local church structures, or the consolidation of building debt.
- B) Loans shall be made for a term and rate as determined by the Investment Committee.
- C) The amount of the loan should not exceed a figure determined by considering the following:
- 1) the annual operating budget
  - 2) the total raised for the prior 3 years
  - 3) the total construction or purchase price
  - 4) a maximum loan amount of \$400,000
  - 5) for an established church, "the amount of total indebtedness will not exceed three times the average of the amount raised for all purposes in each of the preceding three years" (Manual 234.4.2)
  - 6) for a new church no loan shall exceed 3 times the total raised in one year
  - 7) when an MAI appraisal is provided, a loan to value ratio of 95% may be utilized, without an MAI appraisal a loan to value ratio of up to 85% may be utilized
- D) Loan repayment must be fully guaranteed by the district advisory board, as evidenced by the District Superintendent and Advisory Board Secretary signing a Resolution of Loan Guarantee, provided in the UCLF loan application.
- E) If the collateral is sold, the district must ensure the repayment of any loan balance not covered by the sale of the property.
- F) Loan payments are due on the first day of the month. If a payment is received after the 15th, a late penalty equaling 5% of the monthly payment will be charged.
- G) If a loan becomes delinquent, interest will continue to accrue during the delinquency and payments will be applied to interest first and then to principal.
- H) If a church becomes delinquent 30 days, it must provide UCLF and the district a written plan for bringing the loan current.
- I) When a loan is past due 60 days or more, the district must ensure the principal and interest be brought current before further delinquency results.
- J) No additional loans shall be made on a district on which there is a delinquent loan of 45 days or more. Once a loan is delinquent 45 days or more, the loan must be brought current and remain current for a minimum of 3 months before another loan can be approved on that district.
- K) No additional loan shall be made on a district where required legal instruments for loans in force, such as insurance policies, mortgages, notes, district guarantees, etc. were not provided, due to failure or negligence on the part of the borrower.
- L) A copy of the borrower's Articles of Incorporation must be on file with UCLF and comply with the provisions as stated in the Manual of the Church of the Nazarene, section 102 - Incorporation.
- M) Title property on which loans are to be granted must be vested in fee simple absolute, in a corporation or board of trustee in accordance with the Manual of the Church of the Nazarene and the laws in the state wherein the property is situated. Property must be held so that it can be sold and conveyed without legal hindrances or restrictions. This is to be construed to include deeds containing reserve clauses, reversion clauses, or other legal impediment. A satisfactory lender's title insurance policy must be furnished before loans are granted.

## UCLF Loan Policy - Continued

N) Loans must be secured by a first mortgage or deed of trust and evidenced by a promissory note. These documents shall be signed by the president and the secretary of the district or local church corporations. The note shall be made in favor of the "General Board of the Church of the Nazarene, a Missouri Corporation," as the legal corporation through which the business of the USA Church of the Nazarene Loan Fund is conducted. On all legal documents where the trustee of the General Board of the Church of the Nazarene is named, the same will be the General Secretary of the Church of the Nazarene.

O) In all cases it is required that buildings on which loans are made shall be kept insured in a reliable insurance company, in favor of the General Board as its interest may appear. A memorandum of the policy shall be filed with the loan papers.

P) Applications for the loans will be submitted to the USA Church of the Nazarene Loan Fund, 17001 Prairie Star Parkway, Lenexa, Kansas 66220, on the application supplied by the Fund.

Q) Loan applications must be approved by the district superintendent and the district advisory board.

R) Loans within policy will be evaluated and approved by the Loan Fund Administrator. Exceptions to policy must be examined and approved by the General Treasurer/Headquarters Financial Officer.

S) Churches receiving loans will pay all expenses incurred in the transaction, including the preparation of the necessary legal papers. USA Church of the Nazarene Loan Fund will charge a Refinance Fee for refinancing a current loan in an amount to be determined by the administrator.

T) Funds are not to be forwarded until all papers are properly executed and deposited with the USA Church of the Nazarene Loan Fund or its order.

U) Loans shall be restricted to Nazarene churches located in states of the United States and the District of Columbia (Washington D.C.) and shall not be available to churches located in territories, commonwealths, protectorates, or other possessions of the United States.

**Church of the Nazarene Congregation and Church Board Resolution  
for a Church Loan Guarantee**

We, the undersigned, do hereby certify that the following is a true and correct copy of the Resolution adopted with a vote of \_\_\_\_\_ FOR and \_\_\_\_\_ AGAINST, as recorded in the minutes for the CONGREGATIONAL meeting held \_\_\_\_\_, 2\_\_\_\_\_.

We further certify that this resolution was also adopted with a vote of \_\_\_\_\_ FOR and \_\_\_\_\_ AGAINST, as recorded in the minutes for the meeting of the CHURCH BOARD meeting held \_\_\_\_\_, 2\_\_\_\_\_.

**RESOLUTION:**

WHEREAS: The Church Board of the Church of the Nazarene (Church Board) received, reviewed and approved the *USA Church of the Nazarene Loan Fund (UCLF)* loan application for the \_\_\_\_\_ Church of the Nazarene at the address of \_\_\_\_\_ (street, city, state, zip) for the purpose of \_\_\_\_\_ (land, church, parsonage, build, buy, remodel)

WHEREAS: The Church Board attests that this loan is collateralized by a first mortgage and ownership is substantiated by Articles of Incorporation of the \_\_\_\_\_ Church of the Nazarene

WHEREAS: The Church Board approves said loan and guarantees total repayment of this loan in the amount of \$ \_\_\_\_\_ in accordance with the interest rate and payment frequency agreed to in the executed Mortgage/Deed of Trust and Promissory Note; accepting and ensuring compliance with all provisions of the UCLF Loan policy

WHEREAS: The Church Board agrees that they will ensure repayment in full in the event the property collateralizing the loan needs to be sold resulting in a deficit between the sale proceeds and the balance of the UCLF balance on the church loan

WHEREAS: The Church Board understands that a 5% late penalty is assessed on the payment(s) after a 15 day grace period and that catch-up payments are applied to interest owed, prior to principal owed

WHEREAS: The Church Board is requested to submit a written report to the District and UCLF outlining their plan to bring 30 day past due payments current

WHEREAS: The Church Board agrees to ensure that a past due principal and interest payment status reaching 60 days, or more, is brought current before further delinquency results

WHEREAS: The Church Board understands that a new church loan cannot be approved on a district that has a loan in a past due status of 45 days or more; but once current for three months, another loan may be considered

WHEREAS: The Church Board further certifies that this Resolution has not been modified, revoked or rescinded and is in full force and effect this \_\_\_\_\_ day of \_\_\_\_\_, 2 \_\_\_\_\_

BY: \_\_\_\_\_ Church of the Nazarene

\_\_\_\_\_  
Pastor

*Please Print*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
Church Board Secretary

*Please Print*

\_\_\_\_\_  
*Signature*

**Church of the Nazarene District Advisory Board Resolution  
for a Church Loan Guarantee**

We, the undersigned, do hereby certify that the following is a true and correct copy of the Resolution adopted with a vote of \_\_\_\_\_ FOR and \_\_\_\_\_ AGAINST, as recorded in the minutes of the \_\_\_\_\_ District Advisory Board meeting held \_\_\_\_\_, 2\_\_\_\_\_.

**RESOLUTION:**

WHEREAS: The \_\_\_\_\_ District Advisory Board of the Church of the Nazarene (Advisory Board) received, reviewed and approved the *USA Church of the Nazarene Loan Fund (UCLF)* loan application for the \_\_\_\_\_ Church of the Nazarene at the address of \_\_\_\_\_ (street, city, state, zip) for the purpose of \_\_\_\_\_ (land, church, parsonage, build, buy, remodel)

WHEREAS: The Advisory Board attests that this loan is collateralized by a first mortgage and ownership is substantiated by Articles of Incorporation of the \_\_\_\_\_ Church of the Nazarene

WHEREAS: The Advisory Board approves said loan and guarantees total repayment of this loan in the amount of \$ \_\_\_\_\_ in accordance with the interest rate and payment frequency agreed to in the executed Mortgage/Deed of Trust and Promissory Note; accepting and ensuring compliance with all provisions of the UCLF Loan policy

WHEREAS: The Advisory Board agrees that they will ensure repayment in full in the event the property collateralizing the loan needs to be sold resulting in a deficit between the sale proceeds and the balance of the UCLF balance on the church loan

WHEREAS: The Advisory Board understands that a 5% late penalty is assessed on the payment(s) after a 15 day grace period and that catch-up payments are applied to interest owed, prior to principal owed

WHEREAS: The Advisory Board will request the church to submit a written report to the District and UCLF outlining their plan to bring 30 day past due payments current

WHEREAS: The Advisory Board agrees to ensure that a past due principal and interest payment status reaching 60 days, or more, is brought current before further delinquency results

WHEREAS: The Advisory Board understands that a new church loan cannot be approved on a district that has a loan in a past due status of 45 days or more; but once current for three months, another loan may be considered

WHEREAS: The Advisory Board further certifies that this Resolution has not been modified, revoked or rescinded and is in full force and effect this \_\_\_\_\_ day of \_\_\_\_\_, 2 \_\_\_\_\_

BY: \_\_\_\_\_ District

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

*Please Print*

*Signature*

\_\_\_\_\_ Advisory Board Secretary \_\_\_\_\_

*Please Print*

*Signature*