



If We Can't Close You, NO ONE CAN!!!

O: 321-877-4077 **F:** 253-252-8754 **W:** www.PhoneOpsFunding.com

Church Loan - Check List

Below, you'll find the items that are needed to receive a "Pre-Approval". Put "**N/A**" for those that do not apply to you.

Received:

	2 Years of recent Tax Returns <i>(all pages)</i>
	6 months of recent Bank Statements <i>(all pages)</i>
	Agreement of Sale <i>(if purchase)</i>
	Appraisal Report <i>(Only if you already have one. If you don't, do not order one)</i>
	Church Financial Statement Including Balance Sheet
	Church Resolution <i>(form found on our website)</i>
	Contractor's Bids <i>(if new construction)</i>
	Driver's license or State ID. <i>(Must be color for verification purposes)</i>
	Executive Summary with Exit Strategy
	Organization Documents & Bylaws <i>(if any)</i>
	Membership statistics <i>(includes the average number of people that visit the church on weekly bases and on Sundays and how much they usually contribute)</i>
	Payoff <i>(if refinance)</i>
	Proof of Down Payment <i>(if purchase)</i>
	Social Security card

Fax all documents to: 253-252-8754 or upload it at:
[**http://www.PhoneOpsFunding.com/FileSubmission**](http://www.PhoneOpsFunding.com/FileSubmission)

Additional documents may be requested. Once we receive all requested items, we'll review your file and submit to Underwriting for a Pre-Approval.