



CONSTRUCTION LOAN CHECKLIST

These items are needed to start the loan process

1. Application – Signed by two unrelated authorized parties, clearly stating purpose of loan
2. YTD income statement and balance sheet
3. Last three full years income statements and balance sheets
4. Current budget and a proposed budget that includes new debt payment
5. Church by-laws and Articles of Incorporation
6. If out of state: Names of Title companies

Upon receipt of our pre-qualification letter:

1. Application Questionnaire completed
2. Copy of Plans for construction or remodel (See KBA Partners)
3. Construction Budget
4. Construction Company Biography
5. Board Minutes approving loan with Northwest Christian Credit Union with the names of those in attendance and signed by the board secretary
6. Corporate Resolution signed by those authorized by the board to sign on loans (if required)
7. Copies of deeds of trust for all properties being considered
8. Church History Resume of Senior Pastors
9. Environmental Questionnaire (attached) for each property being considered for collateral for the loan
10. Bank statements: all Church bank and investment accounts

Needed at or after the loan closing:

1. Copy of each signer's driver's license
2. Proof of Insurance with Northwest Christian Credit Union listed as lien holder
3. Lien waivers from all contractors before they begin work (if self-contracting)
4. Certificate of Occupancy