

## **Documents Needed for Loan Review – Checklist**

1. The Presbyter's endorsement verified by the presbyter's signature attached to the application is understood to be a commitment to assist in collection of the loan as needed. For South Texas churches and West Texas churches, the Superintendent's signature or e-mail of approval is needed.
2. Attach the most recent last two years financial statements for the church, and the most recent interim financial statement. The financial statements should disclose detailed income and expenses, as well as a balance sheet of assets and liabilities.
3. Attach a list identifying the amounts of the top 10 contributors, the dollar amounts only, not the names.
4. Attach a copy of the constitution and bylaws.
5. Attach completed application for loan (available online).
6. Attach a copy of the state of Texas articles of incorporation and EIN number.
7. If the loan application is for new construction or remodeling, attach a detailed summary of construction/repairs, and submit a detailed project budget.
8. Attach most recent bank statements for all asset accounts.