

List of Required Documents - Standard Loan

Phase 1: Pre-approval List of Documents

<u>Document Name</u>	<u>Originator</u>
• Loan Work Sheet (sharing with Foundation is recommended)	Applicant
• Loan Application w/items listed below: <ul style="list-style-type: none">○ Church report to the New England Conference○ Annual report to the Trustees○ Annual Finance Committee Report (last 2 years)○ Year End Income and Expense Statements (last 2 years)○ Income and Expense Statement for year to date○ Annual Budget for current calendar/fiscal year○ Annual Budget for next calendar/fiscal year w/loan payment line item○ Corporate Certificate of Good Standing from Sec. of State○ Charge Conference vote authorizing loan request	Applicant
• Initial Terms & Conditions Letter w/items listed below: <ul style="list-style-type: none">○ Pastor's Approval Form○ District Superintendent's Approval Form	UMFNE
• Returned Terms & Conditions Letter w/signatures, required with ½ loan administrative fee and items listed below: <ul style="list-style-type: none">○ Pastor Approval form w/ Pastor's signature○ District Superintendent's Approval form w/DS's signature○ Sources and Uses of Funds Document (project plan may suffice)	Applicant

Phase 2: Post-approval List of Documents

<u>Document Name</u>	<u>Originator</u>
• Commitment Letter including the following: <ul style="list-style-type: none">○ Confirmation of collateral (mortgage or funds on deposit)○ New Account set-up documents (if applicable)	UMFNE
• Returned Commitment Letter w/signature (include 2 nd half of loan fee) <ul style="list-style-type: none">○ New Account set-up documents signed w/partial TBD 1st contribution (if applicable)	Borrower
• Confirmation Letter w/loan documents <ul style="list-style-type: none">○ Promissory Note○ Mortgage Deed (when applicable)○ Disclosure of Finance Charges○ Collateral Assignment w/ Schedule A (if applicable)	UMFNE

Phase 3: Post-Closing List of Documents

<u>Document Name</u>	<u>Originator</u>
• Signed Loan Documents	Borrower
• Title Search Confirmation (when applicable)	Borrower
• Deed (Mortgage) Recorded (when applicable) with Exhibit A (description of property)	Borrower

Phase 4: Funds Disbursement and Repayment

6-30-2021