



MB LOAN FUND MINISTRY LOAN APPLICATION

MINISTRY NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

CONTACT NAME _____

PHONE _____ E-MAIL ADDRESS _____

FAX _____ FED.ID# _____

LOAN AMOUNT REQUESTED _____

REPAYMENT PLAN (i.e. 5, 10, 15, 20 or 25 years) _____

DATE FUNDS NEEDED _____

PURPOSE OF LOAN _____

NAME OF BOARD RESPONSIBLE _____

(attach names, addresses, and phone numbers of board members)

We have read the Policies and Regulations for securing a Ministry Loan with MENNONITE BRETHREN LOAN FUND and are in agreement with the terms and conditions as stated in the policy.

Authorized Signature

Date

Authorized Signature

Date

Print Name & Title

Print Name & Title

MINISTRY NAME _____**PURPOSE OF LOAN:**

D Purchase of Property	\$ _____
D Refinance Existing Indebtedness	\$ _____
D New Construction or Renovation	\$ _____
D Total Amount of Financing Needed	\$ _____

VALUATION OF PROPERTY:

Approximate Value of Existing Property	\$ _____
Approximate Value of Property to be Acquired (If applicable)	\$ _____

ADDITIONAL INFORMATION**ITEMS REQUIRED:** (Please Attach to Application)

1. 3 years of complete Financial Statements.
2. Narrative describing proposed project and project justification.
3. If project includes the purchase of real estate, provide a legal description, address of the property, size of lot and buildings, and general description of property.
4. If loan is for equipment, furnishings, etc., provide a detailed description of the items.
5. If loan is for construction, provide a detailed site plan and cost estimate.

ITEMS THAT MAY BE REQUESTED:

1. Formal appraisal.
2. Pledge detail.
3. Cash flow projection for funding repayment of loan.

MBLOANFUND MINISTRY LOAN PROGRAM POLICIES

First mortgage loans are made to qualifying churches for building purposes and the acquisition of additional properties and buildings. First mortgage loans are also made for building and property growth needs of Mennonite Brethren District Conferences, agencies and institutions owned and operated by either the United States or District Conference, or association of churches. As funds are available, consideration will be given to applications for refinancing existing church building indebtedness or Mennonite Brethren organizations' building or property indebtedness as defined by this policy.

MINIMUM ELIGIBILITY FOR A LOAN APPLICATION

1. **Denominational Loyalty.** Churches applying for loans must be loyal to the denomination. Such loyalty shall be evidenced by fellowship and cooperation with the United States Conference of Mennonite Brethren Churches, their local district and related Mennonite Brethren ministries. We encourage the financial support of the ministry and mission causes approved by the Conference. Institutions applying for loans must be owned by a Mennonite Brethren church(es) or conference(s) and demonstrate fellowship and cooperation with the United States Conference of Mennonite Brethren Churches.
2. **Financial Plan.** Churches applying for loans must have a written budget plan which is adopted at least annually by congregational action and must give evidence of a consistent pattern of church finance, support of approved Conference ministries, and ability to service debt.

Organizations applying for loans must have a written budget plan that is adopted at least annually by its Board of Directors and must give evidence of the ability to service the debt via a board-approved financial plan.

3. **Locations and Need.** Churches applying for loans shall be located in communities that represent opportunities for building and maintaining a church. Churches shall provide ample parking space and shall comply with city, county and state fire codes and building regulations.

INTEREST RATE AND METHOD FOR PAYMENT OF A LOAN

4. The Mennonite Brethren Loan Fund (MBLF) Board of Directors shall review the interest rate at least twice a year. The interest rate charged to the borrower shall be an adjustable (variable) rate. The interest rate may remain unchanged, or be lowered or raised as market conditions or other factors dictate. Borrowers will be given 30-day notice of any increase in rate. The amount of each monthly payment may be adjusted as interest rates are changed to reflect the monthly difference in the old and new interest rates.
5. Monthly installment payments shall include accrued interest on the unpaid principal balance and a sufficient amount applied each month to the principal to retire the loan within the stated loan period.
6. No loan shall be made for more than fifteen (15) years. A payment rate based upon 25-year amortization may be requested with a balloon payment on the balance due at the end of the 15-year period.
7. Prepayments of the principal may be made at any time without penalty, as long as the funds used to make the prepayments are derived solely from Borrower's accounts receivable, bequests received by Borrower and /or through a capital campaign.

8. Monthly loan installment payments are due and payable on the 1st day of each month or the first business day thereafter.
9. If payment is not received on the due date, accrued interest on the unpaid balance shall be included in the amount required to bring the loan to current and good standing.
10. The event a church organization ceases to cooperate with the United States Conference of Mennonite Brethren Churches as described under DENOMINATIONAL LOYALTY, the remaining indebtedness shall become due and payable on call.
11. In the event of a default, that is, if any interest or principal payment under the terms of the NOTE or Loan Agreement is not paid when due and remains unpaid after a date specified by a notice to the Borrower, the entire principal amount outstanding and accrued interest thereon shall at once become due and payable at the option of MB Loan Fund. If legal recourse is necessary to collect the outstanding principal and interest due, MBLF shall be entitled to collect all reasonable costs and expenses related thereto.

APPLICATION PROCESS FOR A LOAN

12. All applications for loans shall be made on forms furnished, upon request, by MB Loan Fund.
13. Information provided by the organization on the application forms must be current and complete.
14. When applications have been received and evaluated, a representative of MB Loan Fund may request a meeting with the appropriate committee, staff or board. The purpose of such meeting shall be to discuss the building plans and specifications, the proper action required to make loans and to mortgage property, and MBLF's purposes and obligations in the administration of the Loan Program.
15. The Board of Directors of MBLF shall make final approval or disapproval of loan applications at any regular or special meeting, or in special cases, by a mail ballot or conference call.
16. When a loan has been approved, the organization shall be provided a formal letter of commitment specifying terms of the loan. This letter of commitment shall be in effect for six months after the date of the loan approval. The Board of Directors shall review the loan commitment whenever a material change in the loan application information occurs prior to closing.

GUIDELINES FOR A LOAN

17. No loan shall be made in excess of seventy-five (75) percent of the fair market value of the property offered as security, including new construction, as determined by an Appraisal approved by MBLF unless the loan is guaranteed by a sponsoring group qualifying as a note guarantor.
18. No loan shall be made where installment payment on church indebtedness, including payments on the requested loan, exceeds twenty-five (25) percent of the organization's annual budget receipts for each of the past two years. Churches receiving loans from MBLF must agree not to increase indebtedness beyond the twenty-five (25) percent debt limit without written permission from MBLF. Failure to secure such written permission may result in the loan becoming due and payable on call.
19. All building loans shall be secured by a first mortgage or deed of trust on real estate owned by the applicant.

20. When applicants are securing loans to purchase existing buildings or land for future expansion, MBLF shall advance funds only after all terms and provisions for purchase of the property have been fulfilled by both the applicant and the seller, and evidence of such compliance is provided.
21. Organizations receiving loans shall, at their own expense, furnish to MBLF a mortgage title policy issued by a title insurance underwriter that has been approved by MBLF. This policy insures that no loss shall be sustained by the lender by reason of defects in the mortgage given as security for the loan. When the loan is approved and a letter of commitment has been issued, the borrower shall make application for such mortgage title policy.
22. Construction financing is available only if a mortgage title policy is issued, with mortgage title underwriting requiring affidavits from the builders and/or suppliers showing all construction debts have been paid or will be paid from the loan proceeds. No construction activity whatsoever shall occur on property being mortgaged until loan closing has occurred and all required documentation is in place.
23. When funding construction loans, a site inspection may be performed to verify the work completed for each draw requested. The cost of the inspection will be the responsibility of the borrower.
24. A 1% interest rate premium will be assessed during the construction phase of a loan. When the final draw has been made and the loan is amortized, the standard interest rate will be effective.
25. All closing costs are the responsibility of the borrower.
26. The abstract of the real estate, offered as security for the loan, shall be stored with MBLF for safekeeping during the term of the loan.
27. Borrowers shall keep properties mortgaged to MBLF insured for fire and extended coverage (including flood insurance, if in flood zone) commonly referred to as property/hazard insurance, during the existence of the loan, for a sum equal to an amount necessary to protect the loan. The policy shall contain a mortgage clause making the loss, if any, payable to: Mennonite Brethren Loan Fund. The Certificate of Insurance shall be sent to the office of MBLF at the time the loan is closed.
28. A Loan Agreement between MBLF and Borrower may be required to clarify any items of variance from or additions to the guidelines as stated in these policies/regulations.
29. MBLF may request evidence that, in the event of the dissolution of the organization, an appropriate dissolution clause is included in its Articles of Incorporation or By-laws naming the appropriate Mennonite Brethren entity as beneficiary of the property mortgaged; upon satisfactorily fulfilling the terms of the Note.
30. The Borrower will be required to have duly signed by its authorized representatives a statement indicating these policies/regulations have been read and are understood and that the same serve as a Loan Agreement subject to any other or additional Loan Agreement that may have been processed.
31. In consideration for granting a loan to the borrowing church, Borrower will allow MB Foundation to communicate MBF programs to Borrower's constituency on an annual basis and will help MB Foundation do so in a format that is appropriate to the Borrower's context.

32. Non-checking funds held by a borrowing church must be invested in the MB Loan Fund certificate program.
33. Exception to the above stated policies and procedures must have the approval of the Mennonite Brethren Loan Fund Board of Directors.