

# Loan Application



This form may be lodged with CCFS:  
post to:

Churches of Christ Financial Services  
PO Box 5302,  
South Melbourne Vic 3205

by email:

[info@ccfsaustralia.org.au](mailto:info@ccfsaustralia.org.au)



## Helpful hints for completing this application

- This form is for Associates (ASIC) and Affiliates (APRA) of Churches of Christ. This includes churches and organisations, Ministers, employees, formally appointed volunteers and ministry trainees.
- New signatories (not already identified) are to be identified by Digital ID or an Identification and Verification Reference form.
- Please ensure all steps are completed where required.



## Need help or have a question?

Call us on **1300 MY CCFS (1300 69 22 37)** Visit us at [www.ccfsaustralia.org.au](http://www.ccfsaustralia.org.au) or Email us at [info@ccfsaustralia.org.au](mailto:info@ccfsaustralia.org.au)

Please use **BLOCK LETTERS** in **BLACK OR BLUE PEN ONLY** and ☒ tick required choices

## SECTION 1: GENERAL DETAILS

### Borrower Details

Borrower Name

Address

State

Postcode

ABN

Office Phone

Office Email

Date of Application

### Borrower Contact Person Details

#### > 1. Name

Position (e.g. Treasurer)

Phone

Email

#### > 2. Name

Position (e.g. Treasurer)

Phone

Email

## SECTION 2: LOAN DETAILS

### 2.1 AUTHORITY TO APPLY FOR LOAN

Does your organisation require approval by the Board or a general meeting to apply for loan funds according to its constitution?

☐ Yes ☐ No

Please attach:

- Copy of your constitution
- Copy of the resolution/or other document approving the property purchase/redevelopment/other loan application

If No, please outline the approval process required by your church/organisation to apply for a CCFS loan

### Loan Details

Loan Purpose

Loan Amount

\$

Loan Term

- ☐ 5 years
- ☐ 10 years
- ☐ 15 years
- ☐ 20 years

Loan Type

- ☐ Construction Loan
- ☐ Principal & Interest
- ☐ Interest Only – Number of Interest Only Years

Interest Rate

Please note: CCFS only provides funding on a variable rate basis. CCFS may consider a fixed rate request on a case by case bases.

Date When First Loan Drawdown Required

/  /

**Important Note:** Once approved the borrower will need to accept the loan within the designated period. This is outlined in the Approval Letter and is currently 28 days. Once accepted, the loan will need to be opened within 3 months or a ULF (Unused Loan Fee) may apply.

Go to

- ☐ Building Construction/Development/Refurbishment > **Section 2.2**
- ☐ Other > **Section 2.3**
- ☐ Property Purchase > **Section 2.4**

## SECTION 2: CONT

### 2.2 PURPOSE OF LOAN – BUILDING CONSTRUCTION/DEVELOPMENT/REFURBISHMENT

Location

Description of Project

Timing (including expected initial drawdown date and completion date)

Total Project Cost

\$	GST INCLUSIVE / GST EXCLUSIVE
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Cost Details (tick as appropriate)

#### COST DETAILS

#### AMOUNT

<input type="checkbox"/> Quantity Surveyor Estimates	\$
<input type="checkbox"/> Tenders for fixed price contract	\$
<input type="checkbox"/> Architects/consultants fees	\$
<input type="checkbox"/> Contingency allowance	\$
<input type="checkbox"/> Furnishings & Equipment	\$
<input type="checkbox"/> Landscaping	\$
<input type="checkbox"/> Car Park (including access)	\$
<input type="checkbox"/> Other	\$
<input type="checkbox"/> GST Refundable	\$

#### TOTAL

\$
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If or when will tenders be called?

Tenders close date (if applicable)

			/				/				
--	--	--	---	--	--	--	---	--	--	--	--

Attach copies of

- ☐ Copy of Title
- ☐ Architect's plans and specifications
- ☐ Builders/contractors fixed-price agreement letter, quote, etc
- ☐ Details of other costs associated with the project, including permits, approvals, site costs, architects, etc
- ☐ Details of supervising architect

> Go to section 3

## SECTION 2: CONT

### 2.3 PURPOSE OF LOAN – OTHER

Description of Project

Timing (date loan required)

Total Project Cost

\$  GST INCLUSIVE / GST EXCLUSIVE

> Go to section 3

### 2.4 PURPOSE OF LOAN – PROPERTY PURCHASE

Property Address

  

State

Postcode

Property Type

Intended Use

Estimated Value

\$

Copy Vendor Statement (e.g. Section 32) – please provide a copy with this application ☐ Yes ☐ No

Type of Sale

☐ Auction    Auction Date  /  /   
☐ Tender  
☐ Offer

> Go to section 3

## SECTION 3: FUNDING SUMMARY

The total cost of your project

\$

#### Project Funding

<input type="checkbox"/> Church Equity	\$ <input type="text"/>
<input type="checkbox"/> Funds on Hand	\$ <input type="text"/>
<input type="checkbox"/> Gifts/Pledges Anticipated	\$ <input type="text"/>
<input type="checkbox"/> Members Loans	\$ <input type="text"/>
<input type="checkbox"/> Sale of Assets	\$ <input type="text"/>
<input type="checkbox"/> Other borrowings	\$ <input type="text"/>
Total Contribution by Applicant	\$ <input type="text"/>

#### ESTIMATED LOAN AMOUNT REQUESTED

(the difference between estimated cost and total applicant's contribution)

\$

## SECTION 4: FINANCIAL AND MEMBERSHIP INFORMATION

### 4.1 CHURCH MEMBERSHIP

Active church membership and average number of weekly attenders for past three years, current year and estimates for next two years

	CURRENT YEAR -1	CURRENT YEAR	CURRENT YEAR +1	CURRENT YEAR +2
<b>YEAR</b>				
Active Membership (as per roll)				
Regular weekly attendance				

### 4.2 CHURCH FINANCIAL INFORMATION

**not required if financial statements are supplied separately - in which case please go to section 5**

Summary of basic financial data for past two years, current year, plus estimate for next two years

	CURRENT YEAR -2	CURRENT YEAR -1	CURRENT YEAR	CURRENT YEAR +1	CURRENT YEAR +2
<b>YEAR</b>					
<b>INCOME</b>					
Weekly Offerings					
Pledges / Building Fund					
Other Income (please specify)					
<b>Total Income</b>	\$	\$	\$	\$	\$
<b>EXPENDITURE</b>					
Salaries & Allowances					
Operating Expenses					
Depreciation					
Loan Servicing (including present application)					
Giving to "Others" a) Conference b) Other					
Other Expenditure (please specify)					
<b>Total Expenditure</b>	\$	\$	\$	\$	\$
<b>Net Surplus/Deficit</b>	\$	\$	\$	\$	\$

SECTION 4: CONT

4.3 EXISTING LOANS

List any outstanding loans, including those with CCFS

FINANCIAL INSTITUTION	CURRENT BALANCE	REPAYMENT DATE	LOAN DETAILS
	\$	/ /	
	\$	/ /	
	\$	/ /	
	\$	/ /	

4.4 REAL ESTATE OWNED

ITEM	Property A	Property B	Property C
Type of Property Church, Manse, Hall, Other			
Property Address			
Date of Purchase	/ /	/ /	/ /
Original Cost	\$	\$	\$
Present Market Value	\$	\$	\$
Insurance Value	\$	\$	\$
Name & Address of mortgage holder (if applicable)			
Mortgage Number			
Mortgage Balance	\$	\$	\$
Mortgage monthly Payments	\$	\$	\$

## SECTION 5: LOAN SECURITY DETAILS

### 5.1 SECURITY DETAILS

#### A. Churches of Christ State Conference Guarantee and Indemnity

Is your property owned in trust by a state body and will they provide a guarantee and indemnity to secure the loan?

☐ Yes ☐ No – go to B

Guaranteed Amount

\$

Guarantor Name

Address

State

Postcode

Contact Person

Contact Person Phone

The indemnity is to be secured by a first-ranking mortgage in registrable form over the properties listed below in **Property Security Details**.

#### B. Secured by property held directly by the Borrower

If you are securing the loan by property held directly by you, please complete Property Security Details below.

#### Property Security Details

##### > Property 1

Address

State

Postcode

Market Value (can be market appraisal or formal valuation)

\$

Insurance Value

\$

Property Type

☐ Church ☐ Manse ☐ Hall ☐ Other

Zoning (e.g. residential, commercial, industrial)

Registered Owner on Title

#### Insurance details of the property proposed as security for the loan

Name of Insurer

Insured Value (replacement value) of Building/s on loan security property

\$

Policy No

Policy Expiry Date

## SECTION 5: CONT

### > Property 2

Address

  

State

Postcode

Market Value (can be market appraisal or formal valuation)

Insurance Value

Property Type

☐

Church

☐

Manse

☐

Hall

☐

Other

Zoning (e.g. residential, commercial, industrial)

Registered Owner on Title

### Insurance details of the property proposed as security for the loan

Name of Insurer

Insured Value (replacement value) of Building/s on loan security property

Policy No

Policy Expiry Date

 /  / 

## SECTION 6: MISSION MOTIVATED DEVELOPMENT

### Please complete the following

Briefly describe your organisation's vision for ministry in your community

Has your organisation recently assessed its health and capacity to achieve its mission

How will the proposed property/development assist with the mission of your organisation



## SECTION 7: LETTER OF ENDORSEMENT

### LETTER OF ENDORSEMENT FROM YOUR CoC STATE BODY

**Churches may need to provide a letter from their State Body endorsing this loan application**

> If applicable, please contact your State Conference to arrange a letter

## SECTION 8: HELP US UNDERSTAND YOUR BANKING NEEDS

### Help us understand what other products or services you utilise and/or need

I/we would like information on a (tick the options that apply to your application)

☐ Transactional Accounts (if not CCFS, which bank do you use)

☐ Cash management type accounts including offset accounts

☐ Term investments

☐ Credit/expense cards (if not CCFS, which bank do you use)

☐ EFTPOS/POS (if not CCFS, which bank do you use)

☐ Other payment gateways e.g. for tithes & offerings or other purposes

If you have any requirements or objectives for your loan that have not been covered, please outline these below

## SECTION 9: SUPPORTING DOCUMENTS & SIGNATURES

### Attachments required to accompany this application Cost Details (tick as appropriate)

☐ Copy of church constitution > **Section 2**

☐ Copy of church resolution approving the purchase/redevelopment/loan application > **Section 2**

☐ Financial reports for the current year and two previous years > **Section 4.2**

☐ Budget projections for the next financial year > **Section 4.2**

☐ Plans and building permits if required > **Section 2.2**

☐ Letter of Endorsement by your State Conference > **Section 7**

☐ Copy of Vendor Statement > **Section 2.4**

☐ Copy of property title(s) > **Section 5**

### Identification requirements

**Please note:** It is a requirement of AUSTRAC that all borrower directors and account signatories be formally identified. The CCFS service team will contact you to arrange.

The information given in this form and the accompanying documents are complete, accurate and up-to-date. If the loan is granted we commit the church to the required repayments.  
Certified by:

<div>SIGN HERE</div>	Board Member (or equivalent) <div></div>	<div>SIGN HERE</div>	Board Member (or equivalent) <div></div>
Print full name <div></div>		Print full name <div></div>	
Date <div></div> / <div></div> / <div></div> <div></div> <div></div>		Date <div></div> / <div></div> / <div></div> <div></div> <div></div>	

**It is clearly understood that no contracts will be entered into until this application has been approved.**

**Please submit with relevant documentation to:**

Churches of Christ Financial Services  
PO Box 5302,  
South Melbourne Vic 3205

Phone: 03 9488 8800  
Fax: 03 9481 8543  
Email: [info@ccfsaustralia.org.au](mailto:info@ccfsaustralia.org.au)

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