



TMF

Stewarding Potential

TMF Church Checklist

Resource Guide for Building Projects

Church Checklist

Resources

1. The church must provide TMF with the following prior to signing loan documents and loan closing:

Required	Received	
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_____	_____	Return signed commitment letter
_____	_____	Legal description of collateral
_____	_____	Signed copy of Charge/Church Conference minutes approving this loan and lien on the property
_____	_____	Signed copy of District Board on Church Location & Building minutes
_____	_____	Copy of Articles of Incorporation
_____	_____	Proof of worker's compensation insurance for the church
_____	_____	Acceptable survey
_____	_____	Plans and specifications
_____	_____	Contractor's qualification statement for approval by TMF (AIA)
_____	_____	Name of company issuing payment and performance bond (surety co.) to be approved by TMF
_____	_____	Unsigned copy of completed construction contract to be approved by TMF (AIA)
_____	_____	Environmental site assessment
_____	_____	Appraisal
_____	_____	Itemized budget of total project cost vs. qualifying Cash Flow Model
_____	_____	Church construction funds at TMF (based on Cash Flow Model)
_____	_____	Signed Participation Agreement and Investment Management Agreement (TMF will provide the forms to the church)
_____	_____	Signed Building Account Withdrawal Agreement (TMF will provide)
_____	_____	Inspector (approved by TMF)
_____	_____	Church construction representative liaison
_____	_____	Detailed report of funds spent to date
_____	_____	Name of title/abstract company (if no preference, TMF will choose)
_____	_____	Title commitment or title run
_____	_____	Seismic Report

Church Checklist

Continued

Resources

2. Persons to be available to sign loan documents (TMF needs these names to prepare loan documents)

Required	Received
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_____	_____	Pastor _____
_____	_____	District Superintendent _____
_____	_____	Chairman of Board of Trustees _____
_____	_____	Secretary of Board of Trustees _____
_____	_____	Secretary of Charge/Church Conf. _____

3. Loan Closing

_____	_____	(1) Signing of loan documents by the above mentioned persons
_____	_____	(2) A Notary must be available to notarize signatures of persons signing documents
_____	_____	(3) Church will pay closing costs at the time of closing which may include: <ul style="list-style-type: none">A. Mortgagee title policy or title run feeB. Recording feesC. SurveyD. Tax certificateE. Legal fees, if anyF. Miscellaneous (i.e. overnight delivery/courier charges, any outstanding interest, wire fee, etc.)

4. To Issue Notice to Proceed and Begin Construction:

_____	_____	Original signed construction contract after TMF approval (AIA) (not a copy)
_____	_____	Original signed Addendum "A" to contract (not a copy)
_____	_____	Proof of contractor's builder's risk Insurance (showing TMF as mortgagee)
_____	_____	Proof of contractor's general liability insurance (showing the church as additional insured)
_____	_____	Proof of contractor's worker's compensation insurance
_____	_____	Building permit
_____	_____	Original payment bond/performance bond (not a copy)
_____	_____	Deed of trust/mortgage must be filed

Church Checklist Continued

Resources

5. Prior to Funding Interim Draws

Required	Received	
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_____	_____	Original signed commencement affidavit-provided at closing by TMF
_____	_____	AIA draw request signed by: A. Contractor B. Architect C. Church
_____	_____	Inspector's approval of draw
_____	_____	Contractor's anticipated schedule of draws
_____	_____	Contractor must provide interim lien waivers with each draw beginning with the 2nd AIA draw request
_____	_____	List of sub-contractors

6. Additional Requirements for Interim Draws

_____	_____	All change orders must be submitted for TMF's approval prior to including it on the AIA draw request
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7. Prior to Move In

_____	_____	Certificate of Substantial Completion (AIA document G704) architect normally provides
_____	_____	Certificate of Occupancy (if applicable)
_____	_____	Binder showing the new construction has been added to existing property insurance policy

8. Prior to Distribution of Final Payment

_____	_____	Provide the original signed completion affidavit (form provided at closing by TMF)
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9. After Distribution of Final Payment

_____	_____	Final lien waiver or other releases as required
_____	_____	Detailed updated as-built survey

*TMF will file the original documents with the county clerk's office at the church's expense. **This checklist is all-inclusive and there are requirements listed that may be waived by TMF. Determination of documentation requirements will be reviewed on a case by case basis.