

Loan Request Information (Please Complete All Information to Avoid Delays in Processing Your Application)

Application For:

- ☐ Conventional Mortgage
 ☐ SBA
☐ Construction loan
 ☐ Church Finance

Purpose of Loan:

Source of Repayment:

Amount Requested: \$

Term Requested:

Amortization Requested:

Collateral Description:

Market Value:

Purchase Price

Date of Purchase

1.	\$	\$	
2.	\$	\$	
3.	\$	\$	

A. Applicant Information

Legal Name of Applicant (Borrower)				
DBA (If Applicable)			Tax I.D. Number	
Principle Place of Business Address (not P.O. Box)				
City	State	County	Zip	
Mailing Address (if different)				
City	State		Zip	
Key Contact Name		Business Telephone Number ()	Business Fax Number ()	
Date Business Established	Current ownership (# of years)	State of Registration	Annual Sales \$	Net Profit-prev yr \$
Describe applicant's product/service			Number of Employees	
Type of Ownership (Select One) <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Non Profit <input type="checkbox"/> Proprietorship <input type="checkbox"/> C-Corp. <input type="checkbox"/> S-Corp. <input type="checkbox"/> LLC <input type="checkbox"/> Professional Association <input type="checkbox"/> LLP			E-Mail Address (By providing this information, I authorize Griffin Capital Funding to send me information via e-mail)	
Who does applicant currently do their business banking with?		Is applicant willing to move their banking relationship in conjunction with their loan? Yes NO		

B. Owners Information

Name	Social Security Number	% Ownership	Title
Key Contact Name and Phone Number			

For more than four owners attach additional sheet(s).

C. Loan Disclosures (Refinance)

Current lender	Rate	Start date	Monthly payment	Current balance
Property gross annual revenues	Annual expenses	Type of property	Number of Tenants	Estimated value

D. Loan Disclosures (Purchase)				
Purchase price	Will purchaser occupy 51% or more of the property	Type of property	Down payment	Estimated value
Property gross annual revenues	Annual expenses	Number of tenants	Is the property under contract	Anticipated settlement date

E. Other Information		
Settlement agent name _____ Insurance Company Phone Number () _____		
Settlement agent phone number _____ Insurance Company Fax Number () _____		
Is the seller of the property willing to carry a second trust? (Purchase only)	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
Has The Applicant Ever Declared Bankruptcy Or Had Any Judgments, Repossessions, Garnishments Or Other Legal Proceeding Filed Against Them?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
Is the applicant currently under contract with any other mortgage brokers?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
Are Any Tax Obligations, Including Payroll or Real Estate Taxes, Past Due?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
Is The Applicant Liable On Debts Not Shown, Including Any Contingent Liabilities Such As Leases, Endorsements, Guarantees, Etc.?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
Is The Applicant Currently A Defendant In Any Suit Or Legal Action?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
<i>*If you answered yes to any of the above questions, please provide an explanation on a separate sheet</i>		

F. Certification And Signatures			
<p>Each of the undersigned hereby instructs, consents and authorizes the Lender/Broker, or any affiliate, subsidiary or assigns to obtain a consumer credit report and any other information relating to their individual credit status in the following circumstances: (a) relating to the opening of an account or upon application for a loan or other product or service offered by Lender by a commercial entity of which the undersigned is a principal, member, guarantor or other party, (b) thereafter, periodically according to the Lender's credit review and audit procedures, and (c) relating to Lender's review or collection of a loan, account, or other Lender product or service made or extended to a commercial entity of which the undersigned is a principal, member, guarantor or other party. The Applicant(s), individually and/or by the signature(s) of its authorized representative below, hereby certifies that: the foregoing has been carefully read by the Applicant and is given to the Lender/Broker for the purpose of obtaining the credit described above and other credit from time to time in whatever form; the information in this Application and any other documents or information submitted in connection with this Application or any other credit request are true and correct statements of the Applicant's financial condition and may be treated by the bank as a continuing statement thereof until replaced by a new Application or until the Applicant specifically notifies Lender/Broker in writing of any change; and the credit requested herein and any other credit obtained from the Lender/Broker by the Applicant on the basis of the information contained in this Application shall be used solely for business and commercial purposes. The Applicant and each Guarantor authorize the Lender/Broker to verify at any time any information submitted to the Lender/Broker by or on behalf of the Applicant and/or any Guarantor; obtain further information concerning the credit standing of the Applicant, its representatives and Guarantors; and exchange such credit information with others. The Applicant agrees to provide additional information, financial or otherwise, upon request and agrees that, unless otherwise directed by the Applicant in writing, all statements and notices regarding any credit granted by the Lender/Broker to the Applicant shall be mailed or faxed to the Applicant at the address or number shown above. Any person(s) signing below is duly authorized and empowered to request credit on behalf of the Applicant.</p> <p>Unless I/We initial here, the Lender/Broker is hereby authorized to share this application and credit information with its affiliates or other lenders, which may consider my/our application for loan approval/purchase. This statement does not limit the Lender/Broker's rights to sell or assign any loans to a third party.</p> <p>Applicant and each Guarantor initials: _____</p>			
Signature (Applicant)	Title	Print Name	Date
Signature (Guarantor)		Print Name	Date
Signature (Guarantor)		Print Name	Date

14. Member of Denominational Body? ____Yes _____ No

15. If yes, which one? _____

16. If yes, how is the body structured? _____

17. If yes, How much does your organization contribute directly to the denominational body annually? _____

18. Committee/person in charge of financial related decisions?

Officials	Title	Yrs. In office	Secular Emp.
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_____	_____	_____	_____
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_____	_____	_____	_____
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19. What committees/persons are in charge of other decisions? _____

B. FINANCIAL INFORMATION

For questions 1-6, please list requested information for the last five years.

YEAR

1. Operating Budget	_____	_____	_____	_____
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2. Actual Operating Income	_____	_____	_____	_____
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3. Membership Figures	_____	_____	_____	_____
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4. Giving Units*	_____	_____	_____	_____
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5. Average Worship Attendance	_____	_____	_____	_____
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6. Average Sunday School Attendance	_____	_____	_____	_____
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*Family Units or single adults	_____	_____	_____	_____
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7. Breakdown of current membership

Under 18 _____

18-30 _____

30-60 _____

Over 60 _____

(Note: If your organization has a breakdown in alternate age groupings, please use that grouping instead of the one listed above)

8. Average family income of membership? _____

9. When was the last date your membership rolls were purged? _____

10. Are you past due or have been past due on any financial obligation during the last three years? If yes, please give details: _____

11. Are any members of your mosque/masjid (church) going to receive loan proceeds? If yes, please give details: _____

C. PROPERTY INFORMATION

1. How many acres do you own? _____

2. What is the square footage of your facilities? _____

3. How many acres are currently occupied by your facilities? _____

4. What date did you acquire your facilities and at what cost? _____

5. Please list a description, the year completed and the construction costs of any improvements: _____

6. Has the property been appraised? _____ Yes _____ No

If yes,

Date: _____ Value \$ _____

Appraiser _____ Qualifications _____

7. Insurance Coverage: (Yes or No, Amount if yes) _____

8. Who holds title? _____

D. PROJECT INFORMATION

1. Please provide a description of the current project _____

2. Who is the architect? _____

3. What is the total cost of the project? _____

Construction

Soft Costs

Furniture/Fixtures _____

Contingency

Interest Carry

During Construction _____

Total Estimated Cost:\$ _____

4. What is the estimated length of construction? _____

5. How much cash is available for the project? _____

6. Are you/will you be involved in a special fund raising campaign for this project? _____ Yes _____ No

a. If yes, what is/was the start date? _____

b. If yes, what is the length of the campaign? _____

c. If yes, how much is pledged to date? _____

d. If yes, any pledges over \$25,000? _____

e. If yes, any pledges over \$50,000? _____

f. If yes, any pledges over \$100,000? _____

g. Did you use a professional fundraiser? _____

h. If yes, which one? _____

E. LOAN INFORMATION

1. What is the amount of the loan request? _____

2. Is Board of Trustees action necessary for this loan (attach resolution)? _____

3. Is congregation's approval necessary for this loan (attach resolution)? _____

4. Is Higher Authority necessary for this loan? _____

PERSONAL FINANCIAL STATEMENT

You may apply for an extension of credit individually or jointly with another applicant. This statement and any applicable supporting schedules may be completed jointly by co-applicants if their assets and liabilities can be meaningfully and fairly presented on a combined basis, otherwise separate statements and schedules must be provided. If you are applying for an unsecured individual loan, you do not need to complete any information concerning a co-applicant unless another person will be permitted to use the account or you wish the co-applicant's or other person's income to be relied upon as the basis for repayment. For the purpose of obtaining credit from time to time with the bank, the following statement and information are furnished as complete, true, and accurate statement of the financial condition of the undersigned on _____. All amounts are rounded to the nearest \$100.

APPLICANT			CO-APPLICANT		
Full Name			Full Name		
Street Address			Street Address		
City/State/Zip			City/State/Zip		
County			County		
Since	Own <input type="checkbox"/>	Rent \$	Since	Own <input type="checkbox"/>	Rent \$
Previous Address (if less than 5 years at present)			Previous Address (if less than 5 years at present)		
City/State/Zip	Owned <input type="checkbox"/>	Rented	City/State/Zip	Owned <input type="checkbox"/>	Rented
Social Security #	Date of Birth		Social Security #	Date of Birth	
Phone: Residence	Work		Phone: Residence	Work	
Employer			Employer		
Address			Address		
Position/Title	Since		Position/Title	Since	
Previous Employer			Previous Employer		
Position/Title	How Long		Position/Title	How Long	
Dependents (include self)			Dependents (include self)		
Marital Status * <input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Separated			Marital Status * <input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Separated		

* Do not provide this information if your application is for individual, unsecured credit.

ASSETS		LIABILITIES	
Cash (Schedule 1)		Short Term Notes Due Financial Institutions (Sched 7)	\$ -
Securities (Schedule 2)		Short Term Notes Due to Others (Schedule 7)	
Life Insurance Cash Value (Schedule 3)		Credit Accounts and Bills Due (Schedule 8)	
Mortgages and Contracts Held by You (Schedule 4)	\$ -	Insurance Loans (Schedule 3)	
Homestead (Schedule 5)		Installment Loans and Contracts (Schedule 7)	
Other Real Estate (Schedule 5)	\$ -	Mortgages on Home (Schedule 5)	
Profit Sharing & Pension (Schedule 6)	\$ -	Mortgages on Other Real Estate (Schedule 5)	
Retirement Accounts, include IRA Accts (Schedule 1)		Taxes	
Automobiles (Describe)		Other Liabilities (Describe)	
Personal Property			
Other Assets (Describe)			
		TOTAL	\$ -
TOTAL	\$ -	(Total Assets Less Total Liabilities) NET WORTH	\$ -

Please contact your Banker if you need assistance with completing these schedules. Round all amounts to the nearest \$100.

*ANNUAL INCOME	Applicant	Co-Applicant	Please answer each question (Yes or No)	Applicant	Co-Applicant
Salary			Are you a Co-Maker, Endorser, or Guarantor of any other person's debt?		
Bonuses/Commissions					
Dividends/Interest			Are you a defendant in any suit or legal action?		
Net Real Estate Income					
*Income from alimony, child support, or maintenance payments need not be entered unless you want it considered as a basis for repayment.			Have you ever gone through bankruptcy or had a judgement against you?		
Other (List)			Have you made a will?		
Total	\$ -	\$ -			

SCHEDULE 1 / CASH, SAVINGS, CERTIFICATES AND IRA ACCOUNTS

Please attach copy of statement

Name of Bank or Financial Institution	Type of Account	Acct Balance
		\$ -

SCHEDULE 2 / SECURITIES OWNED

Please attach copy of statement

Par Value or No. of Shares	Description	Registered in Name(s) of	Listed or Unlisted	Current Market Value
Total				\$ -

SCHEDULE 3 / LIFE INSURANCE

Please attach copy of statement for cash value

Insurance Company	Insured	Beneficiary	Face Value of Policy	Cash Value of Policy	Loans
Total				\$ -	\$ -

SCHEDULE 4 / RECEIVABLES DUE TO ME ON MORTGAGES AND CONTRACTS I OWN

Name of Debtor	Description of Property	First Lien or Second	Date of Maturity	Repayment Terms	Balance Due
				Per	
				Per	
				Per	
Total					\$ -

SCHEDULE 5 / REAL ESTATE OWNED

Property Description	Name of Creditor	Year Acquired	Percent Ownership	Mortgage Balance@100%	Monthly Rent Received @100%	Repayment Terms @100%	Current Market Value@100%
					N/A	Per Month	
			100%			Per Month	
			100%			Per Month	
			100%			Per Month	
			100%			Per Month	
			100%			Per Month	
Total							\$0

Insurance Co _____ Agent _____ Phone # _____

SCHEDULE 6 / PROFIT SHARING AND PENSION

Name of Institution	Type of Account	Account Balance	Amount Totally Vested	Loans
Total		\$ -	\$ -	\$ -

SCHEDULE 7 / INSTALLMENTS, CREDIT LINES AND NOTES (INCLUDING HOME EQUITY LINE)

Name of Creditor	Collateral	Date of Maturity	Repayment Terms	Balance Due
			Per	
			Per	
			Per	
			Per	
Total				\$ -

SCHEDULE 8 / CREDIT ACCOUNTS, BILLS DUE, ALIMONY/CHILD SUPPORT, DAYCARE, etc.

Name of Company	Repayment Terms	Balance Due
	Per	
	Per	
	Per	
	Per	
	Per	
Total		\$ -

You certify that the information provided in this statement is true and correct. So long as you owe any sums to the bank, you agree to give the bank prompt written notice of any material change in your financial condition and upon request, you agree to provide the bank with an updated personal financial statement. The bank is authorized to retain this personal financial statement whether or not credit is approved and is further authorized to verify your credit and employment history or any other information in this statement. This application does not obligate the bank to make any loan even if you meet the normal standards the bank considers in determining whether to approve or deny the application.

Applicant's Signature

Date _____

Co-Applicant's Signature

Date _____

PERSONAL RESUME FORM

TO BE COMPLETED BY EACH PRINCIPAL INVOLVED IN THE LOAN
If you already have a prepared resume, submit in lieu of this form

Name _____
FIRST MIDDLE MAIDEN LAST

Date of birth _____ Place of birth _____ Social Security No _____

U.S. Citizen – If not, please provide alien registration number _____

Home address _____ City _____ State _____ Zip _____

From _____ To _____ Home phone _____ Business phone _____

Immediate past address _____ City _____ State _____ Zip _____

From _____ To _____

Are you employed by the U.S. Government? _____

If so, give the name of the agency and position _____

Military Service Background

Branch _____ From _____ To _____

Rank at discharge _____ Honorable? _____

Job Description _____

Work Experience

List chronologically, beginning with present employment

Name of company _____ % of business owned _____

Full address _____ City _____ State _____ Zip _____

From _____ To _____ Title _____ Duties _____

Name of company _____ % of business owned _____

Full address _____ City _____ State _____ Zip _____

From _____ To _____ Title _____ Duties _____

Name of company _____ % of business owned _____

Full address _____ City _____ State _____ Zip _____

From _____ To _____ Title _____ Duties _____

Education (College or Technical Training)

Name and Location	Dates Attended	Major	Degree or Certificate
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1. _____

Comments: _____

2. _____

Comments: _____

3. _____

Comments: _____

4. _____

Comments: _____

BUSINESS DEBT SCHEDULE

Furnish the following information on all installment debts, contracts, notes, and mortgages payable. Do not include accounts payable or accrued liabilities.

Business Name: _____ *As of _____, 20_____ *Should match the financial statement to be submitted.

Creditor Name/address	Original amount	Original date	Present balance	Interest rate	Maturity date	Monthly payment	Security	Current or delinquent
		Total present balance**			Total monthly payment			

**Total must agree with balance shown on current financial statement

Signature: _____

Title: _____

Date Signed: _____

RENT ROLL

Unit #	Unit Type	Tenant Name	Square Feet	Monthly Rent	Term		Comments (Renewals, Rent Increases, etc.)
					Start	End	
Totals:							

Rent Roll Certification:

I/We certify that the attached rent roll(s) dated _____

for the property located at _____

Is/are true and correct.

By: _____

Commercial Ijara™ Document Checklist

- ✓ Executive Summary/Business Plan (Detailed summary of project describing the basic concept of what the organization is seeking to do, including property information such as address, purchase price, down payment, overall project plan, and the history of the organization)
- ✓ Articles of organization for entity (documentation providing the incorporation of a company, llc, and/or corporation)
- ✓ Personal Financial Statement filled out (form is attached to be filled out)
- ✓ Business Financial statements including cash flow, income and expenditures for past 3 years (yearend balance sheet, income statements, profit and loss statements for 3 years including YTD and interims- past 90 days financial statements)
- ✓ Copy of bank statements for past 2 months (business , all pages must be included)
- ✓ Tax Returns for past 3 years, Form 990, or Three years of Audited Financial Statements (business)
- ✓ Proforma PNL and Balance sheet projection for next two years
- ✓ Copy of purchase agreement or property/business ownership docs (Purchase Agreement between seller and buyer that has been ratified by both parties or a Letter of Intent/Commitment of purchasing the property)
- ✓ Construction – copy of plans (pdf format) and contractor estimates (if applicable)
- ✓ Religious Information Sheet (non-profit organizations only)
- ✓ Ijara Loans Commercial Packet

Documents Required From each Guarantor

- ✓ Personal Financial Statement filled out and signed by guarantor
- ✓ Tax Return for most recent year (personal and business)