

# **ARCHDIOCESE OF AGANA**

## **LOAN APPLICATION PACKET**



**FINANCE OFFICE**

**Issued November 2017**

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This application is divided into six sections. **ALL SECTIONS MUST BE COMPLETE.** If a section area is not applicable, please write "NONE" in the space provided. If information is provided in supporting materials, please direct to the relevant documents. If you have questions, please call 671-562-0015 or send email to [aoafinanceadmin@archagana.org](mailto:aoafinanceadmin@archagana.org).

## SECTION A – GENERAL INFORMATION

- Part 1. Applicant - Complete all information in this section.
- Part 2. Loan Request - Describe the requested loan amount and amortization period (term of the loan).
- Part 3. Loan Purpose - Describe how the proceed will be used.
  - Subsection A - Complete only if the applicant is a parish or others.
  - Subsection B - Complete only if the applicant is a school run by the archdiocese or religious order. If a parish school, complete Subsection A.

## SECTION B – CONSTRUCTION COST

Part 1. Statement of Cost - New Construction - Please complete all applicable information in this section.

Part 2. If Current Construction is Replacing Existing Facility - Please complete if applicable.

## SECTION C – REFINANCING

Part 1. Refinancing - Please complete if applicable.

Part 2. Information on Loan(s) to be Refinanced - List all loans that will be refinanced with proceeds. List all loan account information including the lender of loan(s) to be refinanced, a contact person at the lending company, and that person's telephone number. Payment history will be required for all outstanding loans considered for refinancing.

## SECTION D – DEBT RETIREMENT

Part 1. Fund Drive Information - Complete this section if a fund drive is currently being conducted or if a drive is planned for the future.

Part 2. Financial Statements - Included all financial statements requested in this section. To complete the five (5) year pro forma statements please call accounting office at 671-562-0012 for assistance.

Part 3. [Additional Information](#) - Included any building fund or capital campaign literature and any additional information to show an ability to service the loan.

Part 4. [Information on Debts Not Included for Refinancing](#) - This section should be completed for all other debt owed by the applicant. Do not include debts that will be refinanced with the proceeds of this application; those debts should be listed in Section C, part two. Archdiocese of Agana reserves the right to request payment history from current lenders/debt holders.

## SECTION E – LOCAL MARKET INFORMATION

Part 1. [Local Market/Economic Characteristics](#) - This section should contain a description of the local industry as well as a list of the major employers of the area.

## SECTION F – REAL ESTATE VALUES

Part 1. [Area Description](#) - Please provide a general description of the area where the property is located.

Part 2. [Schedule of Land and Facilities That will be Subject to Mortgage](#) - (All land and building are subject to mortgage.) To complete this section, we recommend getting help from a real estate professional who is knowledgeable as to values of commercial and church property. Please use the best estimates when completing the fields for the value per acre of land and the value of existing buildings. The estimate of the value of new facilities should be equal to the cost of their construction. For the purpose of this application, facilities shall mean any improvements (buildings) made to the land. Please note that the loan amount cannot exceed 75% of the appraised real estate value, subject to a professional appraisal by a locally certified appraiser prior to closing.

Part 2. [Property Lay-Out](#) – Please attached sketch or plan of property on a separate sheet.

**ALL SECTION MUST BE COMPLETED.** If a section area is not applicable, please write "NONE" in the space provided. If information is provided in supporting materials, please direct to the relevant documents.

**SECTION A.  
GENERAL INFORMATION**

**1. APPLICANT:** Parish \_\_\_\_\_ School \_\_\_\_\_ Other \_\_\_\_\_

<b>Borrower</b>			
Street Address		P.O. Box	
Telephone No			
City	State	Zip Code	Country
In the Parish/School Order of			
Contact Person's Name Borrower)	Telephone No	Fax No	Email Address

Has the parish/school/agency or religious order approved and agreed to guarantee the loan?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

Contact Person's Name Borrower)	Telephone No	Fax No	Email Address
---------------------------------	--------------	--------	---------------

**2. LOAN REQUEST**

Amount of Loan
\$
Loan Term Preferred
__ 5 __ 10 __ 15 __ 20

Type:  
Check one only:

\_\_\_\_\_ Secured  
\_\_\_\_\_ Unsecured (Available only for amounts up to \$25,000 only)

**3. LOAN PURPOSE**

Please describe the purpose of the proposed loan.

**A. If Parish**

Please give a brief history of the parish, including the year it was founded.

Population - Town/City \_\_\_\_\_ Catholic as a percent of local population

*a.1 Number of families registered year by year in each of the last five (5) years.*

20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_

*a.2 Annual giving per family year by year in each of the last five years.*

20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_

If parish has a school:

Grades taught: \_\_\_\_\_

*a.3 Number of students registered year by year in each of the last five years.*

20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_

*a.4 Tuition for student year by year in each of the last five years*

20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_

**B. If Parish**

Please give a brief history of the school, including the year it was founded.

Sponsor of school (i.e., the archdiocese or order) \_\_\_\_\_

Grades Taught \_\_\_\_\_

**B.1 Number of students registered year by year in each of the last five (5) years.**

20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_

**B.2 Tuition for student year by year in each of the last five years**

20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_

**B.3 Population of area that school serves year by year in each of the last five years.**

20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_

**B.4 Number of Catholics as a percent of the local population year by year in each of the last five years.**

20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_ 20 \_\_\_\_ = \_\_\_\_

**C. If Other Institution:**

Please give a brief history of the institution, including the year it was founded.

Sponsor of school (i.e., the archdiocese or order) \_\_\_\_\_

SECTION B.  
CONSTRUCTION COST

**1. Statement of Costs – New Construction**

Site Cost, if newly purchase (            acres)	\$
Estimated Cost of the Building Project	\$
Other costs (professional fees, construction interest, etc.)	\$
<b>TOTAL Cost of New Construction</b>	\$

Name and location of interim construction lender
--

**2. If Current Construction is Replacing Existing Facility**

Please explain the disposition or use of the old facility.

**3. Financial Statement (include with application)**

Please include the following statements:

- Balance Sheets and Income Statements of the applicant for the past (3) fiscal years with supporting schedules
- Audited balance sheet and income statement of the guarantor for the last fiscal year with supporting schedules.
- Five (5) year proforma projection of income and expenses of the applicant (An illustrative pro forma projection is included inside the back cover as Example A. For annual principal and interest payment information, please call 671-562-0015 and ask for the accounting/finance dept.
- Spreadsheet of all capital campaign pledges, including the amount of the pledge, when the pledge was made, the amount collected from the pledge, and terms of payment
- Statement of Cash Flows, current year applied + two (2) years



SECTION C.  
REFINANCING

**1. Refinancing**

Please describe what the existing loan(s) was used for.

**2. Financial Statement (include with application)**

Please include the following statements:

- Balance Sheets and Income Statements of the applicant for the past (3) fiscal years with supporting schedules
- Audited balance sheet and income statement of the guarantor for the last fiscal year with supporting schedules.
- Five (5) year proforma projection of income and expenses of the applicant (An illustrative pro forma projection is included inside the back cover as Example A. For annual principal and interest payment information, please call 671-562-0015 and ask for the accounting/finance dept.
- Spreadsheet of all capital campaign pledges, including the amount of the pledge, when the pledge was made, the amount collected from the pledge, and terms of payment
- Statement of Cash Flows, current year applied + two (2) years

**3. Information of Loan(s) to be Refinanced**

Please list all loans that will be refinanced.

A. **Name of Lender:** \_\_\_\_\_ **Account No:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_  
**Contact Job Title:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Unpaid Balance:** \_\_\_\_\_ **Monthly Payment:** \_\_\_\_\_  
**Original Loan:** \_\_\_\_\_ **Interest Rate:** \_\_\_\_\_  
**Start Date:** \_\_\_\_\_ **Maturity Date:** \_\_\_\_\_

B. **Name of Lender:** \_\_\_\_\_ **Account No:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_  
**Contact Job Title:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Unpaid Balance:** \_\_\_\_\_ **Monthly Payment:** \_\_\_\_\_  
**Original Loan:** \_\_\_\_\_ **Interest Rate:** \_\_\_\_\_  
**Start Date:** \_\_\_\_\_ **Maturity Date:** \_\_\_\_\_

C. **Name of Lender:** \_\_\_\_\_ **Account No:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_  
**Contact Job Title:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Unpaid Balance:** \_\_\_\_\_ **Monthly Payment:** \_\_\_\_\_  
**Original Loan:** \_\_\_\_\_ **Interest Rate:** \_\_\_\_\_  
**Start Date:** \_\_\_\_\_ **Maturity Date:** \_\_\_\_\_

**SECTION D.**  
**DEBT RETIREMENT**

**1. Fund Drive Information**

Drive Conducted ____ YES ____ NO	Date initiated	No. of Families Participating	Payment Period _____ Years
Amount pledged \$	Payment received to date \$	Payments anticipated in the current year \$	
Name of Firm, if any conducting the drive			

If a drive has not been started, do you plan to initiate one?	When will the drive begin?
Name of firm, if any, that will be conducting the drive	
What will be the goal?	Payable over what time period?

**2. Financial Statement (include with application)**

Please include the following statements:

- Balance Sheets and Income Statements of the applicant for the past (3) fiscal years with supporting schedules
- Audited balance sheet and income statement of the guarantor for the last fiscal year with supporting schedules.
- Five (5) year proforma projection of income and expenses of the applicant (An illustrative pro forma projection is included inside the back cover as Example A. For annual principal and interest payment information, please call 671-562-0015 and ask for the accounting/finance dept.
- Spreadsheet of all capital campaign pledges, including the amount of the pledge, when the pledge was made, the amount collected from the pledge, and terms of payment
- Statement of Cash Flows, current year applied + two (2) years

**3. Additional Information**

Please include all or any of the following items:

- Any building fund brochures or capital campaign literature
- Any additional information available to show ability to service the loan

**4. Information on Debt(s) Not Included for Refinancing\***

Indicate below all debt owed not included for refinance in section C part two. If extra space is needed, please attached a separate schedule.

A. Name of Lender: \_\_\_\_\_ Account No: \_\_\_\_\_  
Phone: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Contact Job Title: \_\_\_\_\_ Email: \_\_\_\_\_  
Unpaid Balance: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_  
Original Loan: \_\_\_\_\_ Interest Rate: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Maturity Date: \_\_\_\_\_

B. Name of Lender: \_\_\_\_\_ Account No: \_\_\_\_\_  
Phone: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Contact Job Title: \_\_\_\_\_ Email: \_\_\_\_\_  
Unpaid Balance: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_  
Original Loan: \_\_\_\_\_ Interest Rate: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Maturity Date: \_\_\_\_\_

C. Name of Lender: \_\_\_\_\_ Account No: \_\_\_\_\_  
Phone: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Contact Job Title: \_\_\_\_\_ Email: \_\_\_\_\_  
Unpaid Balance: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_  
Original Loan: \_\_\_\_\_ Interest Rate: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Maturity Date: \_\_\_\_\_

SECTION E.  
LOCAL MARKET INFORMATION

**1. Local Market/Economic Characteristics**

Briefly describe the local industry (retail, wholesale, hotel) and list the major employers in your area.

SECTION F.  
REAL ESTATE VALUES

**1. Area Description**

Please provide a general description of the area where the property to be mortgaged is located.

**2. Schedule of Land and Facilities That Will Be Subject to Mortgage\***

If more space is needed, please attach a separate schedule.

LAND	NUMBER OF ACRES	EST. VALUE PER ACRE	LAND VALUE
<b>SUBTOTAL OF LAND</b>			\$
EXISTING FACILITIES	YEAR CONSTRUCTED	ARE (SQ. FT.)	ESTIMATE OF VALUE OF EXISTING FACILITIES
<b>NEW FACILITIES</b> (value should equal total cost of new construction on pg. 8)		<b>AREA (SQ. FT.)</b>	<b>ESTIMATE OF VALUE OF NEW FACILITIES</b>
<b>SUBTOTAL OF ALL FACILITIES</b>			\$
<b>GRAND TOTAL OF LAND &amp; FACILIATIES</b>			\$

SIGNATURE PAGE

In submitting this application, I am granting ARCHDIOCESE OF AGANA permissions to make inquiry of our creditors in its review of our application. The response made throughout this application are accurate to the best of my knowledge or were prepared by others who have been identified in the relevant section.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

**Parish Pastor/School President/ Principal/Other Agency Director**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**Parish/School Finance Council/Board of Directors**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

FOR OFFICIAL USE ONLY (Approval Signature)	
Finance Officer	Vicar General
AFC Loans Committee	Archbishop
College of Consultors	Date Released and & Approved:

EXAMPLE A  
**PROFORMA PROJECTION OF INCOME AND EXPENSE**  
(revenues and Expense will differ on each agency)

	ACTUAL	%	Year 1	Year 2	Year 3	Year 4	Year 5
Parish Families							
Parishioners per week							
<i>Parish Revenue</i>							
Total Offeratory Collection							
Christmas and Easter							
Auxilliary Income							
Other Income							
<b>Total Annual Revenue</b>							
<i>Parish Expenses</i>							
Staff Cost							
Utilities							
Supplies							
Maintenance							
Charitable giving							
Other							
<b>Total Annual Expense</b>							
<b>Net Annual Profit/(Loss)</b>							
Capital Campaign Receipts							
Total Available for Debt service							
Principal & Interest							
\$2,000,000 at 6% over 20 years							
<b>Excess Capital</b>							