



TMF

Stewarding Potential

TEXAS METHODIST FOUNDATION *church* CHECKLIST

FOR CHURCHES AND DISTRICT BOARDS
OF CHURCH LOCATION & BUILDING

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 if applicable

CHURCH CHECKLIST

RESOURCES

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

Required Received

_____	_____	Pastor _____
_____	_____	District Superintendent _____
_____	_____	Chair 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

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 Wesleyan Investive'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)
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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.



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