

ATLANTIC BAPTIST FOUNDATION **GENERAL LOAN INFORMATION**

Thank you for the loan inquiry. The following is a summary outlining the information to be included when submitting a Loan Application

***(Loans are restricted to Churches, Subsidiary Boards, Camps, and Council of the Convention of Atlantic Baptist Churches)**

Please ensure the fully completed Application is accompanied by the following:

Amounts up to \$ 75,000 (Usually by note)

1. Complete explanation of the loan purpose.
2. Financial statement and budget for the previous two years
3. Financial statement (year to date) and budget for the current year.
4. Letter from Church Clerk, Secretary of Subsidiary Board, Camp, or CABC Council consisting of date of the business meeting, an excerpt from the minutes of the motion which authorized the amount to be borrowed, the number in attendance, and the vote count for and against the project.
5. Complete civic mailing address.
6. An Environmental Risk Assessment Questionnaire (a letter explaining the legal concerns accompanies the Questionnaire)

Amounts over \$ 75,000 (Secured by mortgage)

1. All the requirements of the smaller loans
2. Estimates from contractors
3. Photos and diagrams of the project
4. May be subject to a Foundation loan interview
5. A Phase I Environmental Study that meets or exceeds CSA Standard Z768-01
6. A financial plan for five years

The current (see date below) loan interest rate is 6.5% per annum for mortgage loans and 7.25% for promissory note loans (rates subject to change). The interest rate is set for a five years term and is renewed for the next five years at the rate then in effect. The loan is usually amortized for periods of up to 15 years. If, in the opinion of our Board of Directors, special circumstances exist, a longer period may be considered. There is no penalty for accelerated payments and lump sum payments are accepted at any time.

The following guidelines are highlighted for your attention:

- **Loans are usually limited to less than the total cost of the project**
- **The Applicant is expected to have a portion of the total project cost in non-borrowed funds**
- **Loan amounts and payments considered according to the financial conditions of the Applicant.**
- **Circumstances may indicate the necessity for additional requirements before loan approval**

Upon the approval of the loan, the Foundation will send the Applicant a Loan Offer outlining the terms, conditions and documentation required to complete the transaction.

Please do not hesitate to call our office at (506) 857-9482 or toll free at (888) 263-1444 if you need further information or assistance.

Please note: Applications should be received at least 30 days before funds are required

CHURCH - INFORMATION SUMMARY (Please type or print) DATE

NAME		AREA	PASTOR	
SITE LOCATION		MEMBERS:	RES	N / RES S . SCHOOL
MAILING ADDRESS				
TEL	FAX	EMAIL		
CHAIR OF TRUSTEES		CH TRUSTEES TEL		
CONTACT PERSON	TEL	FAX	EMAIL	
LEGAL NAME OF TITLE / DEED HOLDER				

LOAN REQUEST

AMOUNT \$	TERM (YRS)	PROJECT COST \$
PURPOSE		PROJECT FUNDS ON HAND \$
		EXPECT START DATE
		EXPECT COMPLETE DATE

FINANCES

BANK NAME		ACCOUNT BALANCES \$	\$
ADDRESS		PROJECT PLEDGES DUE #	\$
INCOME - LAST YEAR (LESS UIM) \$	INCOME YTD (LESS UIM) \$	AMOUNT OVER (+) / UNDER (-) BUDGET, YEAR TO DATE \$	
ANNUAL AMOUNT OF ATLANTIC BAPTIST MISSION BOARD SUPPORT RECEIVED, IF APPLICABLE \$			

INVESTMENTS (STOCKS, BONDS, GIC'S, BAPTIST FOUNDATION, ETC.)

TYPE	VALUE	DUE	COMPANY

INSTALMENT ACCOUNTS (LOANS, MORTGAGES, ETC.)

NAME	ORIG DATE	AMOUNT	MO. PAYT	BALANCE DUE	PURPOSE

FINANCIAL POSITION

ASSETS		LIABILITIES	
BANK ACCOUNTS	\$	LOANS	\$
INVESTMENTS	\$	MORTGAGES	\$
CHURCH PROPERTY VALUE	\$	OTHER (SPECIFY)	\$
OTHER (SPECIFY)	\$		\$
	\$		\$
TOTAL ASSETS	\$	TOTAL LIABILITIES	\$

USE REVERSE SIDE FOR ANY OTHER INFORMATION TO BE GIVEN

INFORMATION CERTIFIED CORRECT

AUTHORIZED SIGNATURE

OFFICE / POSITION

ATLANTIC BAPTIST FOUNDATION
ENVIRONMENTAL LEGAL CONCERNS

Property ownership has acquired new, environmental-based responsibilities and liabilities in the past one or two decades. An owner may now be required to perform extensive and expensive remedies to any environmental problem discovered to be associated with their property. Previous owners, if found, may be required to share in the cost of remedies together with current owners.

It is important to note that clean up is not necessarily voluntary and may be done by a government department with the cost passed by them to the current and any other former owners, as they deem to be appropriate.

Environmental concerns can result from chemicals spilled or dumped on the ground, from storage tank, leaks, such as service stations or heating oil tanks, waste materials from farms, factories, chemical handling, or spills as a result of vehicle accidents.

The best defense for the property owner and protection for those who may assist them in the purchase of property, is to make every effort to understand if any events might have occurred on the property while under the control of either the current or former owners.

This can be achieved by a number of methods:

- by obtaining all available oral history,
- a check on the registry of deeds and property zoning for the past 50 or more years,
- a thorough walk over the entire property carefully looking for ground stains, the presence of old foundations, any indication of possible dumps, especially in low areas, and stains coming from the ground into ditches or watercourses.

Observation of the materials of construction of buildings can alert the prudent, to the possible presence of asbestos, lead, urea formaldehyde foam insulation, PCB's, CFC's, other toxic chemicals or molds that might be a problem.

Storerooms, oil tank locations, and any areas where chemicals might have been handled should be examined carefully. These suggestions are not all inclusive. They are made to raise the level of awareness of those who intend to purchase property.

It is possible to hire professionals to make these environmental inspections. They can also secure extensive title search information and can interview past owners and as many current and former neighbors as might be found. The Foundation has a list of such companies in various locations.

Diligent lay people would seek the full answers to the questions on the attached questionnaire and accurately follow up on potential concerns. Doing research well may alert prudent persons to avoid the purchase of a property with environmental liability or could provide a list of items for the seller to take care of prior to a sale closure.

Atlantic Baptist Foundation encourages those who seek financial assistance to be duly diligent in the examination of any property being considered for purchase.

We require the attached questionnaire to be completed as thoroughly as possible. Further attention will be addressed to any of the areas where questions are not answered or answered in the affirmative. Please note that land must be observed when it is dry and not snow covered.

An Atlantic Baptist Foundation loan policy requirement is that no deed of mortgage is to be accepted and registered unless a satisfactory Phase 1 Environmental Impact Assessment is on file in respect to all of every scheduled location. This must meet or exceed CSA Standard Z768-01.

For your convenience we are enclosing a list of professionals who do environmental impact assessments.

Any concerns found might result in the necessity to have professionals address them at the expense of the seller or buyer of the property.

We thank you for your attention to these details.

Atlantic Baptist Foundation Environmental Risk Assessment Short Form Questionnaire

Borrowing Congregation or Organization: _____

Address: _____

Enter P I D Number: _____

1. Use or intended use of property:

Church _____ Parsonage _____ Other _____

If other, please describe _____

2. Official name of congregation or organization authorized to hold deed:

Contact Name _____ Title: _____

and Address: _____

3. Please describe to the best of your knowledge and research:

(i) Historical uses of the property if possible, over the past 50 years: e.g. Commercial/industrial/
residential/recreational/agricultural/institution/vacant/open space/other

(ii) Current and planned use(s) of the property:

4. If the Congregation or organization named above is the property owner, the date you took title:

5. Property details:

Total acreage of property: _____

Number of buildings on property: _____

Approximate size of buildings (Sq Ft or Sq meters) _____

Years of building construction _____

6. Environmental Assessments:

Have any Environmental Site Assessments, Site Profiles or other environmental studies been carried out regarding the property over the past 10 years? Yes ___ No ___

If yes, please provide copies of any certificates or assessments held. If any answers to the following questions are “yes”, additional information may be required. A member of Atlantic Baptist Foundation will contact you to discuss what is needed.

7. Did environmental reports (if any), or your own property inspection, carried out for the property, identify the presence of hazardous substances, contamination, items requiring further assessment or petroleum products (other than those contained within proper containment vessels for the purpose intended)? Yes ___No ___

8. Were the buildings on the property constructed prior to 1980? Yes ___No ___

9. Do present or past uses of the property involve any of the following categories of industrial operations; chemical, electrical equipment, mining, milling, petroleum/natural gas, transportation, service stations waste disposal/recycling/ scrap yards, pulp and paper, metal smelting/processing/ herbicides/pesticides, or wood preservatives? Yes ___No ___

10. Are there or have there ever been any pits, ponds, lagoons, dumping areas, landfills, junkyards, incinerators or other waste disposal facilities or buried waste on the property? Yes ___No ___

11. Are there any adjacent or nearby properties that have now, or in the past, been used for any of the activities described in questions 9 and 10 above? Yes ___No ___

12. Are hazardous materials (i.e. any included within the Workplace Hazardous Materials Information System regulations) or goods or wastes in containers of greater than 19 Liters (5 Gal) in volume or 190 Liters (50 Gal.) in the aggregate used, stored or handled on the property? Yes ___No ___

13. To the best of your knowledge, have hazardous materials (i.e. acid, alkaline, organic, inorganic, explosive, flammable) or goods in containers of greater than 19 L (5 Gal.) in volume or 190L (50 Gal.) in the aggregate ever been used, stored, or handled on the property? Yes ___No ___

14. Are infectious wastes (medical pathological waste) produced or stored on the property?
Yes ___No ___

15. Is there equipment on the property that may contain PCB's or are there any PCB's storage sites on the property? Yes ___No ___

16. Are there any building materials that may contain asbestos or lead based paint or lead water supply pipes? Yes ___No ___

17. Are you aware of any concerns with respect to radon gas on or in the vicinity of the property?
Yes ___No ___

18. Are there or have there ever been any underground or above ground storage tanks on the property?
Yes ___No ___

19. Are there any tanks storing bulk gases (e. g.. propane, butane, ammonia) on the property?
Yes ___No ___

20. Has fill material ever been brought onto the property that is of unknown origin or from a contaminated site? Yes ___No ___

21. Are there any or have there been any reportable spills/contamination on the property? Yes ___No ___

22. Are there any observable stains that appear to be chemical in origin that were observed in your examination of the property? Yes ___No ___

23. Has the property ever been the subject of an order, regulatory proceeding, or any claims, actions, complaints or disputes? Yes ___No___

24. Are you or have you ever been as an organization the subject of an order, regulatory proceeding, or other notification regarding an environmental matter? Yes ___No ___

25. Have any of your workers or members ever filed complaints or claims for any environmental health reason? Yes ___No ___

26. Are there or has there ever been any evidence indicating that there may be remains of archaeological significance on the property? Yes ___No ___

I/WE DECLARE THAT THE AFOREMENTIONED INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY/OUR KNOWLEDGE, UNDERSTANDING, AND BELIEF, AFTER DILIGENT ENQUIRY.

I/WE UNDERSTAND THAT THIS INFORMATION IS REQUIRED AND WILL BE RELIED UPON BY ATLANTIC BAPTIST FOUNDATION AS PART OF ITS OVERALL CREDIT RISK ASSESSMENT OF THIS TRANSACTION.

Date _____ Agent _____ Title _____

Agent _____ Title _____

Glossary

As a general guide, the hazardous materials which are more commonly found are the following:

Asbestos Usually found in insulation, exposed sound deadening insulation, fire proofing, ceiling and floor tiles, cement/asbestos board, taping and sealing compounds. Asbestos risk is greatest when it is friable (crush able, flaking) and becomes airborne. Microscopic analysis by experts is required.

PCB's These are found in solvents and dielectrics used in the manufacture of electrical components. Electrical transformers, capacitors and light ballasts have been sources of PCB contamination. The presence of PCB is generally indicated on the label in one of its trade names such as Askarel. PCB's have also been used as an hydraulic fluid, as surface coating for carbonless paper, a plasticizer in sealants and as a flame retardant in lubricating oils.

Methane Gas This is a colorless and odorless gas. Old landfill sites are a significant source of methane contamination. It is the major constituent of natural gas. It may also be found in coal bearing seams. It is naturally formed by the decomposition of organic materials. Air sampling is required to determine concentration.

Urea Formaldehyde This may be found in foam insulation, glue used to manufacture plywood, particle board, or furniture. Air testing is required to determine concentration.

Dioxins and Furans These can be a by-product of the manufacture of other chemicals (e.g. pesticides) or the incineration of waste. They can also be found in chemical, commercial and domestic waste.

Lead Lead is found in plumbing, paints, inks, gasoline, storage batteries, the lining of taps, pipes, radiation shielding equipment, (e.g. hospitals, dentists). Lead salts are used in insecticides, pigments, glazes, plastic and rubber compounds. Lead is usually found to contaminate the soil close to lead smelters, battery producers, paint manufacturers, electronic component companies, printing firms and metal foundries.

Radon An indoor pollutant, it is a colorless, odorless, tasteless gas produced by the decay of Uranium -238. It tends to be concentrated in underground deposits of granite, coal, phosphate and uranium and percolates upward out of the soils, seeping into buildings through cracks in the foundation. It can also dissolve into underground well water and is released once inside buildings. Because the existence of radon depends upon geological factors, it is a regional issue and local health departments can be an excellent source of information as to whether or not radon is a potential problem in a specific area.

Other There is also a group of compounds which pose a risk to the surrounding community if allowed to escape to the atmosphere. Some of the most commonly encountered include propane, ammonia, hydro fluorocarbons, (CFC's) hydrofluoric acid and hydrogen sulphide.

Re Professional Assistance for Due Diligence audit of Properties

Strum Environmental Services

961 Bedford Highway, P. O. Box 48102 Bedford N. S B4A 3Z2
Office(902) 835-5560, Fax (902) 835-5574 Contact Bruce Strum

CBCL Consultants Ltd., 1489 Hollis St., P. O Box 606 Halifax NS B3J 2R7.

Contact Anne Wilkie. Office (902) 492-6764 (Direct), Fax (902) 423-3938

Or CBCL Consultants Ltd, 50 Dorchester St., P.O. Box 567 Sydney NS B1P 6H4

Lorne Martin Mgr Office (902) 539-1330 Fax (902) 539-4406

Or CBCL Consultants Ltd., 155 Belvedere Ave. P. O. Box 1659 Charlottetown PEI, C1A 7N4

Norm MacLauchlin Mgr. Office (902) 892-0303 Fax (902) 368-3444

Or CBCL Consultants Ltd 22 King Street P.O. Box 20040 St John NB E2L 5B2

John Flewelling Mgr Office (506) 633-6650 Fax (506) 633-6659

Jacques Whitford Environmental Consultants Limited

3 Spectacle Lake Drive Dartmouth NS B2B 1W8

Contact David Fanning (902) 468-0400 Office (902) 468-7777 (Switchboard) Fax (902) 468-9009

Or Jacques Whitford Environmental Consultants Limited

590 North River Road Charlottetown PEI C1E 1K1 Office (902) 566-2866 Fax (902) 468-9009

Or Jacques Whitford Environmental Consultants Limited

711 Woodstock Road Fredericton NB E3B 5C2 Office (506) 457-3200 Fax (506) 852-7652

Or Jacques Whitford Environmental Consultants Limited

77 Beaverbrook St. Moncton NB Robert Smith Mgr. Office (506) 857-8607 Fax (506) 858-8698

Or Jacques Whitford Environmental Consultants Limited

607 Torbay Rd. St Johns NFD A1A 4Y6 Lorne Boone Mgr Office (709) 576-1458 (709) 576-2126

Dillon Consultants Ltd Suite 700 2701 Dutch Village Road Halifax NS B3L 4G6

Manager Tressa Rushton Office (902)450-4000 Fax (902) 450-2002

Or Dillon Consultants Ltd 275 Charlotte St. Sydney B1P 1C6

Robert McCharles Mgr. Office (902) 562-9880 Fax (902) 562-9890

Or Dillon Consultants Ltd 348 King St Suite 201 Fredericton NB E3b 1E3

Mike Riley Mgr. (506) 444-8820 Fax (506) 444-8821

ECCO Environmental and Consulting & Contracting Inc.

170 Ochterloney St. Dartmouth, NS B2Y 1E1, Andrew J.D.Kendall, Mgr. Office (902) 463-0898

Vaughn Environmental Consultants Limited 500 Kings Road Suite 210 Cabot House Sydney B1S1B2
Jim Wilson Contact Office (902) 539-6104 Fax (902) 539-0020
Or Vaughn Engineering Ltd. 11th Floor South Maritime Center
1505 Barrington Street Halifax NS B3J 3K5
Contact Richard Cottingham Office (902) 425-3980 Ext 231 Office Fax (902) 423-7579 or direct Fax
(902) 496-7673

Or Eascan Geomatics Ltd
11th Floor South Maritime Center 1505 Barrington Street Halifax NS B3J 3K5
Contact Andrea Dowthwaite Office (902) 429-7901 Ext 264 Fax (902) 423-7903

Or Eastcan Geomatics y 145 Woolastook Dr. Grand Bay NB E5K 1S3
Contact Jody Blakely Office (506) 757-8401 Fax (506) 757-8459
(There is only one Newfoundland Contact and we should seek at least another although Vaughn
Environmental of Sydney said they might also work in Newfoundland).