

# **Steps taken to process CKenergy Loan**

- 1. Copy of Deed on property that will be mortgaged included in loan application.**
- 2. Letter to applicant stating if loan was approved or denied. (Letter mailed next day after Board Meeting).**
- 3. Notification from member or contractor when job is finished.**
- 4. Print loan documents and apply for checks from accounting.**
- 5. Once checks are received Keith will call member to setup appointment to sign loan documents also ask member for the okay to call the contractor letting him know when member will be receiving a check for the work that was done.**