

Borrower Name(s): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

## Business Loan Application



## ACCOMPANYING INFORMATION & DOCUMENTS

This Business Loan Application must be accompanied by the appropriate supporting documents listed here in order to be considered a complete application package. It is important to submit these documents with your Business Loan Application. Failure to do so will delay your request as CFPL will not consider an incomplete loan application package. Please use the checklist below, mark "n/a" for any items not available.

### BUSINESS START-UP

- Business Plan
- 2-year Cash Flow Forecast
- Personal Résumé (each owner)
- Notice of Assessment from CRA (most recent year)
- Draft Franchise Agreement, if applicable

### PURCHASE EXISTING BUSINESS (BUSINESS TRANSITION)

- Business Summary
- 2-year Cash Flow Forecast
- Personal Résumé (each owner)
- Notice of Assessment from CRA (most recent year)
- Draft Share or Asset Purchase Agreement
- Draft Franchise Agreement, if applicable
- Accountant prepared financial statements (3 years)
- Business Asset List

### EXISTING BUSINESS

#### SOLE PROPRIETOR/ PARTNERSHIP

- 2-3 page outline of project for which funds are being requested
- 2-year Cash Flow Forecast
- Notice of Assessment from CRA for each partner/owner
- Partnership Agreement (If Applicable)
- Accountant prepared financial statements, if available
- List of business-related assets
- Current Year balance sheet and income statement
- Aged Accounts Payable (most recent month-end)
- Aged Accounts Receivable (most recent month-end)

#### CORPORATION

- 2-3 page outline of project for which funds are being requested
- 2-year Cash Flow Forecast
- Certificate of Incorporation
- Articles of Incorporation
- Shareholder Agreement, if available
- Accountant prepared financial statements (3 years)
- Business Asset List
- Current Year balance sheet and income statement
- Corporate Notice of Assessment (most recent year end)
- Notice of Assessment from CRA for each Director
- Aged Accounts Payable (most recent month-end)
- Aged Accounts Receivable (most recent month-end)

### GENERAL, IF APPLICABLE

- Commercial Property Lease Agreement
- Commercial Property Purchase Agreement\*
- Quotes for any planned equipment purchases (can include shipping & installation costs), renovations or leasehold improvements
- Proof of Paid Property Taxes (current year)

\* A Commercial Property Appraisal and/or Environmental Site Assessment Report may be required in support of financing to acquire real property or to pledge real property as security. These may normally be submitted following approval for financing as a condition of disbursement.

## BUSINESS INFORMATION

Legal Name of Business: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Physical Address: \_\_\_\_\_ Apt/Suite #: \_\_\_\_\_ Fax: \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_ Website: \_\_\_\_\_

This business is or will be:  Sole Proprietorship  Partnership  Incorporation  Co-Op  Non-Profit

Business Number: \_\_\_\_\_ Incorporation Number (If Applicable): \_\_\_\_\_

This business has or will have a fiscal year end in the month of: \_\_\_\_\_

This business is  not yet in business or has been operating  full-time  part-time since \_\_\_\_\_

This business currently has \_\_\_\_\_ full-time employees, \_\_\_\_\_ part-time employees, and \_\_\_\_\_ seasonal/casual employees

In the next 12 months, you plan to hire \_\_\_\_\_ full-time employees, \_\_\_\_\_ part-time employees, and \_\_\_\_\_ seasonal/casual employees

This business is/will be operating primarily in the sector or industry (check one):

Agriculture  Manufacturing  Service  Tourism/Hospitality  Forestry  Retail  Construction

Accountant: \_\_\_\_\_ Phone #: \_\_\_\_\_

Lawyer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Insurance: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Bank: \_\_\_\_\_ Phone #: \_\_\_\_\_

List the names of all principal owners of the business:

First Name	Last Name	% Ownership	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## BUSINESS DECLARATIONS

Is the business providing support (co-signer, endorser, guarantor) for obligations not listed on its financial statements?  Yes  No

If yes, please provide details: \_\_\_\_\_

Is the business party to any claim or lawsuit?  Yes  No

Has the business ever sought legal protection from its creditors?  Yes  No

Does the business owe any statutory creditors?  Yes  No (i.e.: CRA, Receiver General, Worksafe BC, etc.)

If yes, please provide details: Creditor: \_\_\_\_\_ Amount Owed: \$ \_\_\_\_\_ Explanation: \_\_\_\_\_

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## LOAN INFORMATION

The purpose of this loan is for:  Start-up  Expansion or Growth  Purchase Existing Business

Please complete the table below:

Planned Use of Funds	\$	Planned Source of Funds	\$
Purchase or construction of real property		Community Futures Peace Liard	
Renovation or expansion		Personal investment of owners	
Leasehold improvements		Business resources (i.e. retained earnings)	
Purchase of equipment		Borrowed from friends or family	
Purchase of inventory		Other Financial Institution:	
Working Capital		Other:	
Other:			
<b>Total*</b>		<b>Total*</b>	

\* Please ensure both totals are equal.

What efforts, if any, have been made to obtain financing elsewhere?

Please briefly describe any positive social, economic or environmental impact that you believe will result from your project or business.  
(optional)

## VOLUNTARY DECLARATIONS

Providing any of the following information will have no positive or negative impact on your application.

CFPL broadly supports small businesses and entrepreneurs. We work with a network of partners that provide targeted support to distinct groups such as Indigenous Peoples, Persons with Disabilities, Women Entrepreneurs, Young Entrepreneurs, and New Immigrants to Canada. By self-disclosing information about yourself and your business, CFPL may be able to identify additional organizations and programs available to support your business or project. We will discuss these programs with you and only share your information with other organizations after you have provided your express, written consent.

In most cases, the information that you provide here may also be compiled into anonymous statistical data for the purpose of improving or enhancing our services or the services of the Community Futures Network of Canada.

Does the business owner or any group of individuals owning 51% or more of the business belong to any of the following identifiable groups?

- Indigenous Peoples (First Nations, Inuit or Métis)
- Women Entrepreneurs
- Young Entrepreneurs (under 29 years of age)
- Persons with Disabilities\*
- New Canadians (Permanent Resident or Landed Immigrant status)

\* Community Futures adopts a broad definition of "disability" that includes any individual managing an ongoing health issue, injury, illness or other chronic condition.

How did you hear about Community Futures?

## PERSONAL FINANCIAL STATEMENT

Please complete in full for each Borrower and/or Guarantor.

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Apt/Suite #: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Mailing address: (if different than above) \_\_\_\_\_

Home Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

SIN #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ Birth Date (MM/DD/YYYY): \_\_\_\_\_

# Dependents: \_\_\_\_\_ Marital Status:  Single  Married / Common Law  Separated  Divorced

Current employer: \_\_\_\_\_ Occupation: \_\_\_\_\_ How long? \_\_\_\_\_ years \_\_\_\_\_ months

Employer Address: \_\_\_\_\_ Employer Phone #: \_\_\_\_\_

Citizenship:  Canadian Citizen  Landed Immigrant/Permanent Resident  Work/Student Visa or Visitor

### SPOUSE INFORMATION

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

SIN #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ Birth Date (MM/DD/YYYY): \_\_\_\_\_

Current employer: \_\_\_\_\_ Occupation: \_\_\_\_\_ How long? \_\_\_\_\_ years \_\_\_\_\_ months

Employer Address: \_\_\_\_\_ Employer Phone #: \_\_\_\_\_

### SOURCES OF HOUSEHOLD INCOME

Borrower's Gross Monthly Income: \$ \_\_\_\_\_

Spouse's Gross Monthly Income: \$ \_\_\_\_\_

Household Income from other sources: \$ \_\_\_\_\_ (rental income, pension, investments, etc.)

**Total Monthly Household Income:** \$ \_\_\_\_\_

Do you have a current Life Insurance Policy? Policy Value: \_\_\_\_\_ Current Value: \_\_\_\_\_  Yes  No

Have you or your spouse/common law partner ever had an asset repossessed?  Yes  No

Have you or your spouse/common law partner been party to any claim or lawsuit?  Yes  No

Have you or your spouse/common law partner ever declared bankruptcy?  Yes  No

Do you or your spouse/common law partner owe any Statutory Creditors?  Yes  No

Are you providing personal support (co-signer, endorser, guarantor) for any obligations not listed on this application?  Yes  No

## PERSONAL ASSETS AND LIABILITIES

Include all personal assets and liabilities for yourself and for Spouse/partner if married or common-law

Real Estate Owned	Address, Description	Current Value	Mortgage Owning	Monthly Pmt
Residence		\$	\$	\$
		\$	\$	\$
		\$	\$	\$

Assets (description)	Present Value	Liabilities, Finance	Owed	Monthly Pmt
<b>Cash:</b> (chequing / savings)	\$	Term Loan(s)	\$	\$
Stocks, Bonds, Mutual Funds	\$	Line(s) of Credit	\$	\$
RRSP"s, Pension	\$	Bank Credit Cards	\$	\$
<b>Real Estate</b> (current value from above)	\$	Mortgages (above)	\$	\$
Vehicle 1:	\$	Loan, Lease	\$	\$
Vehicle 2:	\$	Loan, Lease	\$	\$
Other:	\$	Retailer Credit Cards	\$	\$
Other:	\$	Guarantor / Guarantee	\$	\$
Other:	\$	Family Maintenance	\$	\$
Business Equity, Retained Earnings	\$	Taxes Payable	\$	\$
<b>TOTAL A</b>	<b>\$</b>	<b>TOTAL B</b>	<b>\$</b>	<b>\$</b>
<b>NET WORTH</b>		<b>( Total A – B )</b>	<b>\$</b>	

Other Liabilities: <i>ex. taxes, family support, alimony, co-signed debts, guarantees, leases</i>	Balance owing	Monthly Pmt
	\$	\$
	\$	\$
	\$	\$

Monthly Family Income (including spouse)		Monthly Family Expenditures (including spouse)	
Income Drawn from the Business	\$	Rent / Mortgage Payments	\$
Employment Income	\$	Finance Payments (from above)	\$
Spouse's Employment Income	\$	Food and Clothing	\$
Rental Income	\$	Utilities, Phone, Internet, Cable	\$
Pensions/Annuities	\$	Transportation	\$
Investments Income	\$	Medical & Insurances	\$
Family / Support Payments	\$	Education / Child Care	\$
Other:	\$	Other:	\$
<b>Total Income</b>	<b>\$</b>	<b>Total Expenditures</b>	<b>\$</b>

The Personal Financial Statement is true, correct and complete. By signing you authorize Community Futures Peace Liard to obtain any information it deems necessary, including but not limited to, reports from credit bureaus, retail credit companies, any registry, and any person or business that may have business or financial dealings with you.

Signature: \_\_\_\_\_

## DISCLOSURE AND RELEASE STATEMENT

### DISCLOSURE AND RELEASE STATEMENT

Are any of the Borrowers or Guarantors related to any Director or Employee of Community Futures Peace Liard?  Yes  No

In this agreement, "you" and "your" mean each person who signs below.

The statements made herein are for the express purpose of obtaining financing from Community Futures Peace Liard and are to the best of your knowledge and belief true, complete, and correct.

This application is not complete unless accompanied by the supporting documents outlined on page 2, in the section titled "ACCOMPANYING INFORMATION & DOCUMENTS" and signed below by each party related to this application.

You understand that additional information may be requested during the evaluation of your application and that any decision regarding financing may be withheld pending receipt.

You agree to reimburse Community Futures Peace Liard any legal costs incurred in the registration of documents for loan security. Should you withdraw your request for financing after legal documents have been registered and costs incurred, you agree to immediately reimburse CFPL the full amount of these costs. CFPL will provide evidence of costs incurred.

This consent may not be withdrawn and will be in full force and effect until amounts owing to CFPL are discharged in full. CFPL will not share any personal information without your knowledge and consent unless required to do so by law.

### APPLICATION MUST BE SIGNED BEFORE IT CAN BE PROCESSED

You confirm that you have read the terms and conditions above and agree to be bound by them. If signing for a corporation or an incorporated non-profit organization, you attest that you are authorized to act on behalf of the corporation.

For a corporation:

\_\_\_\_\_  
Authorized Signatory Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Individual Applicants and Guarantors:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date