

BUSINESS LOAN APPLICATION CHECKLIST

Starting A Business

Growing Your Business

Buying A Business

Thank you for your interest in applying for a small business loan with the Community Futures Peterborough. With your application, please include all of the documents listed below.

If you have any questions, regarding the nature of the information we require in order to consider your loan request, please contact Michelle Cathers, our Business & Loans Advisor at 705-745-5434

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Business Loan Application - Signed By Each Owner

Business Plan

12 Month Cash Flow Forecast

Business License or Article of Incorporation

Verification Of Canada Revenue Agency (9 Digit) Business Number

Personal Net Worth Statements - For Each Owner.

Must Include All Existing Debt Obligations (e.g. Lines of Credit, Loans, Mortgages)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buying / Leasing Equipment, Real Estate Or Other Assets:

Detailed List Of Equipment & Inventory To Be Purchased

Latest Appraisal Of Pledged Real Estate Security

Signed Lease Agreement

Signed Offer to Purchase (Conditional On Financing)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Existing Businesses - Mandatory Supporting Documentation

Annual Financial Statements For The Last 2 Years

Internal Financial Statement for Current Year

Revenue Canada Notice of Assessment (T2 for corporations)

HST Return for Registrants (Form GST 34)

Detailed List of Equipment & Inventory Owned

<input type="checkbox"/>
<input type="checkbox"/>

Purchasing A Business - Mandatory Supporting Documentation

Minimum Two Years Accountant Prepared Financial Statement from Vendor

Purchase and Sale Agreement (Conditional On Financing)

If any documents are missing, please explain why:

Upon our receipt of your completed loan application, your loan request will receive our immediate attention.

Our staff and Board of Directors will strive to tailor a flexible loan offer to meet your requirements. Regrettably, not all loans can be approved.

BUSINESS LOAN APPLICATION

Business Information			
Business Name:			
Address:			
City:		Postal Code:	
Email:		Telephone:	
Website:			
Annual Revenue:			

Ownership Information			
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	
Provincial Business Registration/Incorporation Document Attached?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Canada Revenue Agency Business Number Document Attached?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not, please explain why?			
3 Digit NAICS Code:			

Owner's Information			
Name:		Name:	
Address:		Address:	
City:		City:	
Postal Code:		Postal Code:	
Telephone:		Telephone:	
Email:		Email:	

Work Experience
Provide a brief description of your background(s) including education and work related to your business:

Professional Advisors			
Referred by:			
Lawyer:		Phone:	
Accountant:		Phone:	
Insurance Broker:		Phone:	
Bank:		Phone:	

Loan Request

Land	
Building/Leaseholds	
Equipment/Fixtures	
Vehicles	
Inventory	
Working Capital	
TOTAL COST:	\$ -

Applicant's Contribution:		Source:	
Other Financing:		Source:	
Other Financing:		Source:	
TOTAL LEVERAGE:	\$ -		

LOAN REQUEST	\$ -
Loan Administration	\$ -

An administration fee of 1% of the total amount loaned must also be paid by the borrower. It can be financed as part of the loan.

As a Community Futures Peterborough small business loan client you will be required to invest some of your own money - either in the form of cash or collateral on your assets. We strive for a 1:1 ratio. Please indicate which assets from your Personal Net Worth statement are available to be used as loan collateral security:

Employment Information

How many employees do you currently have?	Full Time:		Part Time:	
How many new jobs will be created within 12 months?	Full Time:		Part Time:	

Revenue Information

Is your business or cash flow seasonal?	Yes:		No:	
When are the revenue periods high?				
When are the revenue periods low?				
Please explain:				

DISCLOSURES

The undersigned hereby declares that all of the information provided herein and on the accompanying statements is to the best of my/our knowledge true, complete and correct and understand that it will be used by the Community Futures Peterborough to determine credit worthiness. The proceeds of the loan applied for will be used for business purposes and not for personal, family or household purposes.

The undersigned further consent(s) to the Community Futures Peterborough making any inquiries it deems necessary to reach a decision on this application, and consent(s) to the disclosure at any time to any credit information about me/us to any credit reporting agency or to anyone with whom I/we have financial relations.

The undersigned acknowledges that they are solely responsible for the success or failure of their business and that any information which is provided to the applicant is not legal advice and staff and volunteers shall be held harmless from any claims arising from advice through any and all of the Community Futures services.

The undersigned acknowledges that the Community Futures Peterborough is financially supported by the Government of Canada and therefore representatives of the Government of Canada are permitted access to client files for monitoring, audit and evaluation purposes and those clients may be contacted from time to time by representatives of the Government of Canada as part of the evaluation of the performance of the Community Futures Peterborough. Employees will treat all such information in a confidential manner and will not remove such information from the premises of the Community Futures Peterborough without prior written authorization by the undersigned.

The undersigned hereby acknowledges that they are operating their business in conformity with all environmental legislation and that they have not used their assets in violation of environmental laws and no proceedings are underway, nor have any notices been received concerning any alleged violations of environmental laws. The Borrower and Guarantor(s) warrants that any environmental issues or concerns as known have been disclosed to Community Futures Peterborough.

The Borrower and Guarantor(s) acknowledge and agree that information provided by or pertaining to them may be stored by Community Futures Peterborough electronically in an internet based environment and that such storage shall be in accordance with the terms of the Community Futures Peterborough Information Security Policy which complies with the Personal Information Protection and Electronic Documents Act (PIPEDA). Any concerns about your privacy can be address to the General Manager of the Community Futures Peterborough.

APPLICANT SIGNATURE

DATE

APPLICANT SIGNATURE

DATE

CASH FLOW FORECAST

Business Name: _____

Date: _____

For Assistance With Cash Flow Forecasting, Visit: <https://www.bdc.ca/EN/articles-tools/entrepreneur-toolkit/ebooks/Pages/cashflow-management-guide.aspx>

Please input data into green (last year) and yellow (next year) cells

Revenues	Last Year	1st Month	2nd Month	3rd Month	4th Month	5th Month	6th Month	7th Month	8th Month	9th Month	10th Month	11th Month	12th month	TOTAL
Sales: Product/Service 1														0
Sales: Product/Service 2														0
Sales: Product/Service 3														0
Other Income														0
Loan Proceeds														0
TOTAL REVENUES (A)	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Operating Expenses	Last Year	1st Month	2nd Month	3rd Month	4th Month	5th Month	6th Month	7th Month	8th Month	9th Month	10th Month	11th Month	12th month	TOTAL
Purchase of Inventory														0
Purchase of Equipment														0
Purchase of Property														0
Accounting & Legal Fees														0
Advertising														0
Vehicle and Travel Expense														0
Business Fees, Licenses														0
Property Tax/Rent														0
Owner/Management Salaries														0
Employee Salaries														0
Employee Benefits & MERCs														0
Insurance														0
Bank Charges														0
Loan Payments <small>(include your Community Futures loan payment)</small>														0
Maintenance and Repairs														0
Postage/Freight														0
Telephone & Internet														0
Utilities/Heat/Hydro														0
Office Supplies														0
Other Operating Expenses:														0
														0
														0
														0
TOTAL EXPENSES (B)	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Opening Cash Balance			0	0	0	0	0	0	0	0	0	0	0	0
Net Income (Loss) A - B	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Closing Cash Balance		0	0	0	0	0	0	0	0	0	0	0	0	0

PERSONAL NET WORTH STATEMENT

Full Name (including middle initial)	
Home/Mailing Address	
How Many Years At This Address?	
Own or Rent?	
Current Employer	
How Many Years With Employer	

Date of Birth	
Social Insurance #	
Home Phone Number	
Cell Phone Number	
Primary Financial Institution & Address	

Assets			Liabilities	
Details	Current Value	Credit (name of lender/credit card)	Current Balance	
Chequing Account(s)				
Savings Account(s)				
RRSPs				
Other Investments				
Vehicles (make, model, year)	Estimated Value	Loans (name of lender)	Current Balance	
Recreational (boats, atv etc...)	Estimated Value	Loans (name of lender)	Current Balance	
Equipment	Estimated Value	Loans (name of lender)	Current Balance	
Real Estate	Address	Estimated Value	Mortgages (lender)	Current Balance
Primary Residence				
Secondary Residence				
Other Personal				
Primary Business				
Other Business				
Other	Estimated Value	Loans (name of lender)	Current Balance	
TOTAL			\$0	
TOTAL			\$0	
Personal Net Worth			\$0	

Are you providing your personal support for obligations not listed above (ie. Co-signer or Guarantor)? If so, please provide details.

Personal Data For Your Spouse

Under the laws of Canada, your spouse may have a legal interest or obligation arising from your business dealings and may also have an interest in your personal assets. Community Futures Peterborough may require your spouse to obtain independent legal advice as a condition of financing.

Spouse's Full Name		Date of Birth	
Current Employer		Social Insurance #	
How Many Years With Employer?		Business Phone	

INCOME & MONTHLY PAYMENTS

Include all sources of income.

	Source	Amount	Monthly Payments	Amount
Wage Drawn from Business			Mortgage/Rent	
Your Gross Monthly Salary			Loans	
Your Spouse's Gross Monthly Salary			Credit Cards	
Rental Income (Monthly)			Other Obligations (Please List):	
Other Income (Monthly) Please List:				
TOTAL				\$0
				\$0

GENERAL INFORMATION

	Yes or No	If Yes, Please Provide Details
Have you ever had an asset repossessed?		
Are you party to any claims or lawsuits?		
Do you owe any taxes prior to the current year?		
Have you ever declared bankruptcy?		

I, the undersigned declare that the statements made herein are for the purpose of obtaining business financing and are to the best of my knowledge true and correct. I consent to Community Futures Peterborough making any inquiries it deems necessary to reach a decision on application, and consent to the disclosure at any time of any credit information about me to any credit reporting agency or to anyone with whom I have financial relations.

APPLICANT SIGNATURE

DATE

SPOUSE SIGNATURE

DATE