



## Loan Application

<b>Applicant Name(s):</b>	
<b>Business Name:</b>	
<b>Submitted By:</b>	
<b>Date Submitted:</b>	

# Loan Application

## Step 1: Complete the following checklist to ensure eligibility:

<input type="checkbox"/>	Applicants are of legal age and are permanent residents of Canada
<input type="checkbox"/>	Applicants should have a minimum one year established Canadian credit history
<input type="checkbox"/>	Business is located in Community Futures Parkland region
<input type="checkbox"/>	Applicants will be involved in the day to day business operations
<input type="checkbox"/>	No active bankruptcies, outstanding court judgements, or current collections
<input type="checkbox"/>	Funds borrowed establish, expand, or preserve a business within the region
<input type="checkbox"/>	Please indicate reason for choosing CF Parkland for this loan: _____
<input type="checkbox"/>	Funds borrowed are not for politics, religion, or illegal activities

## Step 2: Review Community Futures Parkland (CFP) loan application process:

<input type="checkbox"/>	CFP interest rates start as low as bank prime plus 3%. The interest rate is decided on by the board of directors.
<input type="checkbox"/>	Maximum loan amortization is 10 years
<input type="checkbox"/>	Personal resources are expected to be invested in the business
<input type="checkbox"/>	All standard lending documents and searches apply
<input type="checkbox"/>	CFP may register security on your personal and/or corporate property including real estate, serial numbered goods, inventory, as well as general security agreements (GSA).
<input type="checkbox"/>	All parts of the application must be completed and requested documents provided to CFP. Ability to provide a decision in a timely manner will depend on completeness and accuracy of the information provided. Once the application is complete, the Board of directors can take up to 10 business days to review and decision on the file.
<input type="checkbox"/>	All CFP approvals require life insurance. Assignment of commercial insurance and disability insurance may also be required.
<input type="checkbox"/>	All CFP approvals may have conditions listed that need to be satisfied/completed in order for funds to be advanced. These conditions can include but are not limited to: paying down credit cards, confirmation of appraisal values, confirmation of approved financing from another institution, or participation in entrepreneurial training.
<input type="checkbox"/>	\$200 application fee must be provided to CFP

## Step 3: Review the following checklist of documents CFP will require in addition to the completed loan application: Documents listed below may not be applicable to your business. Ex) if your business is not incorporated, you would not need to provide articles of incorporation.

<input type="checkbox"/>	Copies of 2 pieces of I.D. (birth certificate, driver's license, passport)
<input type="checkbox"/>	Social insurance number
<input type="checkbox"/>	Income verification including most recent year T4 and most recent paystub. If self-employed, need last 2 years T1 generals and corresponding Notice of Assessments
<input type="checkbox"/>	Bank statements to confirm amounts owing on mortgages, loans, and investments
<input type="checkbox"/>	Most recent property tax assessments for business and personal properties

<input type="checkbox"/>	Any licenses, trade certificates, seals, etc. to perform work
<input type="checkbox"/>	Completed business plan acceptable to CFP criteria
<input type="checkbox"/>	Completed CFP loan application
<input type="checkbox"/>	12 month pro-forma profit and loss statement, balance sheet, and cash flows
<input type="checkbox"/>	If existing business, past 3 years financial statements
<input type="checkbox"/>	Business name reservation/registration (if completed)
<input type="checkbox"/>	Business numbers (PST, GST, WCB)
<input type="checkbox"/>	Articles of Incorporation (if applicable)
<input type="checkbox"/>	Shareholder breakdown/ownership structure (if applicable)
<input type="checkbox"/>	Directors resolution/Borrowing by law (if applicable)
<input type="checkbox"/>	Partnership agreement (if applicable)
<input type="checkbox"/>	Schedule of land and buildings the applicant owns and/or plans to purchase (if applicable)
<input type="checkbox"/>	Schedule of equipment or inventory applicant owns and/or plans to purchase including serial numbers, bill of sale, or vehicle registrations
<input type="checkbox"/>	Signed offers to purchase/sale agreements if purchasing business shares or assets
<input type="checkbox"/>	Agreement in principle if additional financing is pending
<input type="checkbox"/>	Copy of any lease documents or agreements
<input type="checkbox"/>	\$200 application fee

**Step 4: Complete the following sections of the loan application:**

<b>Business Contact Information</b>			
Business Name ( <i>Legal Name</i> ):			
Business Number:	WCB #	Incorporation #	
Physical Address:		Town:	Postal Code:
Telephone:	Fax:	Email:	Website:
Mailing Address: (If different from above)			
This Business will create/maintain: _____ Full Time Employees _____ Part Time Employees			

## Business Information

List the name(s) and percentage of shares of all principle owner(s) of the business:

First Name:	Last Name:	Percentage of Shares	Telephone:

Type of Business: (check all that apply)	Home Based <input type="checkbox"/>	Start up <input type="checkbox"/>	Existing <input type="checkbox"/>	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>
	Proprietorship <input type="checkbox"/>	Incorporation <input type="checkbox"/>	Partnership <input type="checkbox"/>	Non-Profit <input type="checkbox"/>	Co-op <input type="checkbox"/>
	Retail <input type="checkbox"/>	Service <input type="checkbox"/>	Oil & Gas <input type="checkbox"/>	Manufacturing <input type="checkbox"/>	
	Forestry <input type="checkbox"/>	Agriculture <input type="checkbox"/>	Tourism <input type="checkbox"/>	Construction <input type="checkbox"/>	

Business has been operating since (if applicable): \_\_\_\_\_

If an existing business, provide brief history: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Business fiscal year end is/will be: \_\_\_\_\_

Applicant has made best efforts to access funds from other sources without success.

\_\_\_\_\_ (Initials)

Reason(s) for rejection:

## Applicant Personal Information *(Complete this section for each applicant as applicable)*

First Name:	Middle Name:	Last Name:
Physical/Legal Address:		Mailing Address:
Home Phone:	Business Phone:	Cell:

Email:		SIN:		Driver's License #:	
Birth Date: MM DD YY			Check if you are between the ages of 18 – 29? <input type="checkbox"/>		
Do you rent or own your home? Rent <input type="checkbox"/> Own <input type="checkbox"/>			How long at the above address?		
<b>Are You:</b> (check all that apply):	A Canadian Citizen <input type="checkbox"/>		Immigrant/Permanent Resident <input type="checkbox"/>		Aboriginal <input type="checkbox"/>
	On a Disability subsidy <input type="checkbox"/>		On Employment Insurance <input type="checkbox"/>		Disabled <input type="checkbox"/>
<b>Current Marital Status</b> (check one):	Single <input type="checkbox"/>		Married <input type="checkbox"/>		Common Law <input type="checkbox"/>
	Divorced <input type="checkbox"/>		Dependents (Describe):		
<b>Do you have:</b> Life Insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Name: _____	Telephone: _____	
A Lawyer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	(Amount if Yes) _____	_____	
An Accountant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____	_____	
<b>You were referred to Community Futures by:</b> (check all that apply)					
Another lender <input type="checkbox"/>		An accountant or lawyer <input type="checkbox"/>		Word of Mouth <input type="checkbox"/>	
Advertising <input type="checkbox"/>		Other _____ <input type="checkbox"/>			
Current/most recent Employers Name:					
Employer's Phone:			Annual Gross Salary:		
Position/Occupation:			Length of time employed:		
Previous Employer (if less than 2 years at current):					
Employer's Phone:			Annual Gross Salary:		
Position/Occupation:			Length of time employed:		
Education: <input type="checkbox"/> some secondary		<input type="checkbox"/> completed secondary		<input type="checkbox"/> some post-secondary	
<input type="checkbox"/> post-secondary + diploma		<input type="checkbox"/> post-secondary + degree		<input type="checkbox"/> other (describe below)	
Comments: _____					
_____					
_____					
<b>Applicant(s) References</b> <i>(Complete this section for each applicant – 2 personal &amp; 2 business references not related or involved in the project)</i>					
Name		Relationship		Daytime Telephone	
_____		_____		_____	

<b>Relatives/Landlord Contact Information</b>		
Relatives Name	Relationship	Daytime Telephone
Landlord Name:		
<b>Spouse/Common Law Information</b>		
Last Name:	Middle Name:	First Name:
Birth Date: MM DD YY	SIN #	Driver's License #
Current or most recent Employer's Name: _____		
Employer's Telephone: _____ Annual Income: _____		
Position: _____ Length of time employed: _____		

**Loan Information**

Amount Requested from Community Futures Parkland:			
<b>Project Funds Used For:</b>	<b>Source of Funds</b>	<b>Amount</b>	<b>% Project</b>
	Applicant(s) cash contribution		
	Bank or credit union		
	Community Futures Parkland		
	Other Sources		
	<b>Project Total:</b>		

## Statement of Income & Expenditures

Fill in the table below:

### Personal Income Statement

Income	
Annual Gross Income	
Annual Gross Income Spouse	
Other Annual Income	
Other Annual Income	
<b>Total Household Annual Gross Income:</b>	
<b>Total Household Monthly Gross Income:</b>	
Monthly Expenses	
Mortgage/Rent	
Property Taxes	
Hydro	
Vehicle Payment	
Vehicle Payment	
Other real estate payments	
Line of Credit Payment	
Line of Credit Payment	
Credit Card Payment	
Credit Card Payment	
Credit Card Payment	
House Insurance	
Vehicle Insurance	
Telephone	
Satellite	
Internet	
Gas/Oil	
Maintenance	
Water	
Life Insurance	
Disability Insurance	
Child Care Expense	
Education Expense	
Groceries/Household	
Entertainment/Hobbies	
Other:	
Other:	
<b>Total Monthly Expenses:</b>	
<b>Surplus/Shortfall:</b>	
<b>(total household monthly income – monthly expenses = Surplus or Shortfall)</b>	

## Statement of Net Worth – Assets & Liabilities

Fill in the table below:

Cash Assets		
Type	Bank	Amount
Chequing		
RRSP's		
TFSA's		
RESP's		
Mutual Funds		
Other		

Real Estate Assets/Liabilities									
Type	Legal Address Description	Bank	Purchase Year	Purchase Price	Current Value	Balance Owing	Payment Amount	Payment Frequency	Int. Rate
Residence									
Residence									
Other									

Other Assets/Liabilities									
Type	Year, Make, Model	Bank	Purchase Year	Purchase Price	Current Value	Balance Owing	Payment Amount	Payment Frequency	Int. Rate
Vehicle									
Vehicle									
Other									
Other									
Other									

### Unsecured Liabilities & Loans (loans not already included above and are not linked to assets)

Type	Bank	What is it used for? Have any asset purchases been placed on these credit facilities?	Credit Limit	Balance Owing	Payment Amount	Payment Frequency	Int. Rate
Line of Credit							
Line of Credit							
Credit Card							
Credit Card							
Loan							
Loan							
Other							



**Declarations (Complete this section for each applicant and spouse)**

Have any of the applicant(s) ever had an asset repossessed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have any of the applicant(s) ever declared for bankruptcy? (If Yes please list date discharged) _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are any of the applicant(s) party to any claims or lawsuits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you or any closely related individual or company involved in ANY legal action or Litigation either personally or through your business?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do any of the applicant(s) owe any taxes prior to the current year? Or does the corporation owe any taxes prior to current year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you related to any Director or Employee of this Community Futures Office?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you answered YES to any of the above, please provide brief explanation:

**Loan Application Acknowledgement and Agreement**

**Application must be signed before it can be processed.**

The foregoing information is submitted for the purpose of establishing or maintaining credit with Community Futures and is a true, full and correct statement of my financial condition on the date shown.

- The statements made herein are for the express purpose of obtaining financing from Community Futures Parkland and are to the best of my/our knowledge and belief true and correct.
- The applicant has reviewed the checklists outlined in steps 1-3 and thoroughly understands Community Futures Parkland eligibility requirements and application process.
- The applicant understands that additional information, if required in support of this application, must be supplied to the Community Futures Parkland before consideration can be given to this application.
- The applicant agrees to reimburse Community Futures Parkland any legal costs incurred in the registration of documents for loan security. Should the applicant withdraw his or her request for funds after legal documents have been registered and cost incurred, the applicant shall be responsible for these costs.

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 complete and correct.

\_\_\_\_\_  
 Applicant's Signature      Applicant's Name (Print)      (Date)

\_\_\_\_\_  
 Applicant's Signature      Applicant's Name (Print)      (Date)

