



**Community Futures Development
Corporation of Greater Trail**
825 Spokane Street
Trail, BC V1R 3W4
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BUSINESS LOAN APPLICATION CHECKLIST

In order to assist both yourself and our office in giving your loan application every consideration for approval, the following information must be provided.

In the event the information is unavailable at the current time, we will be pleased to hold your application for a maximum period of 60 days.

- Loan Application Form completed in full and signed. If there is more than one principal involved in the business each principal must complete a Loan Application form and submit it with the information below.
- Financial Statements (Income Statement & Balance Sheet) or business and personal income tax return.
Projections - if new business
Actuals - if already in business (Past 3 Years if possible)
- Lease/rental Agreements (if applicable)
- Partnership Agreement (if applicable)
- Incorporation Documents (if applicable)
- A copy of your Business Plan. If a business plan is not available please ask for a copy of Community Futures' Business Plan Outline for reference in creating one.

Please note your Business Plan should include the following:

- Year 1 and Year 2 Cash Flow Projections – Business & Personal
- Personal Resume and if applicable resume(s) of other key personnel
- Marketing and promotional strategy
- Description of operations (production volume & schedule, prices, equipment, hours of operation, procedures, suppliers, etc.)
- Laws and insurance applicable to this business

Business Loan Application



Loan Information

Amount Requested	Proceeds will be used <input type="checkbox"/> To start a business <input type="checkbox"/> For an existing business <input type="checkbox"/> To purchase a business		
Purpose of Loan			

Personal Information

Last Name	Given Name	Middle Name	Date of Birth (YYYY MM DD)	SIN #	Citizenship
Home Address			City	Province	Postal Code
Mailing Address (if different than above)			City	Province	Postal Code
Years at current address	Home is <input type="checkbox"/> Rented <input type="checkbox"/> Owned		Current Mortgage Balance	Purchase Price	
Home Phone	Cell Phone:	Fax number	Email address		# of dependents

Employment Information

Current Employer <input type="checkbox"/> (check if self-employed)	Occupation (business type if self-employed)	Date of Hire	Phone Number
Previous Employer (if less than 3 years)	Occupation	Date of Hire	Phone Number
Current Gross Monthly Income			

Co-Borrower Information (if applicable)

Last Name	Given Name	Middle Name	Date of Birth (YYYY MM DD)	SIN #	
Home Address			City	Province	Postal Code
Mailing Address (if different than above)			City	Province	Postal Code
Home Phone	Cell Phone:	Email address	Relationship to borrower		

Co-Borrower Employment Information

Current Employer <input type="checkbox"/> (check if self-employed)	Occupation (business type if self-employed)	Date of Hire	Phone Number
Previous Employer (if less than 3 years)	Occupation	Date of Hire	Phone Number
Current Gross Monthly Income			

Business Loan Application



Spouse/Common Law Employment (if not co-borrower)

Current Employer <input type="checkbox"/> (check if self-employed)	Occupation (business type if self-employed)	Date of Hire	Phone Number
Current Gross Monthly Income			

Other Income (supports, rental income, 2nd job, etc.)

Income Source #1	Amount	Income Source #2	Amount
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Personal Banking Information

Financial Institution #1	Branch	Type of Account	Account Number
Financial Institution #2	Branch	Type of Account	Account Number

Business Information

Legal Business Name	Business Number (BIN)	In Business Since	Building Ownership <input type="checkbox"/> Leased <input type="checkbox"/> Owned	
Physical Business Address	City		Province	Postal Code
Business Mailing Address (if different than above)	City		Province	Postal Code
Business Phone	Business Cell Phone:	Business Email address		Business Website Address
1 st Mortgage Bank/Institution		Property Value	Mortgage Balance	Payment
2nd Mortgage Bank/Institution		Property Value	Mortgage Balance	Payment
Business Financial Institution Name		Branch		Account Number
Business Structure (partnership, corporation, etc)		# Full-Time Employees	# Part-Time Employees	# Seasonal Employees
Business Accountant Name	Phone Number	Business Lawyer Name		Phone Number
Business Insurance Company	Phone Number			

Personal References

Reference #1 Name	Business or Employer Name	Phone Number	Relationship
Reference #2 Name	Business or Employer Name	Phone Number	Relationship
Do You Have a Co-signer Guarantor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Note 1: A co-signer or guarantor must complete a separate loan application form. Note 2: Provide registration copies for any vehicles being offered for security with this application.		

Business Loan Application



Personal Financial Statement - Liabilities

	Bank or Institution Name	Balance	Payments
1st Mortgage			
2nd Mortgage			
Auto Loan			
Bank Loan			
Line of Credit			
Credit Card #1			
Credit Card #2			
Credit Card #3			
Store Credit Card(s)			
Miscellaneous			
Alimony		Support Amount	
Child Support	Age of Child(ren)	Support Amount:	
Total Liabilities / Payments:			

Personal Financial Statement - Assets

			Current Value
Real Estate #1 - Address	City / Location	Type of Property	
Real Estate #2 - Address	City / Location	Type of Property	
Vehicle #1 Type (car, truck, rv, etc)	Make	Model	Year
Vehicle #2 Type (car, truck, rv, etc)	Make	Model	Year
Vehicle #3 Type (car, truck, rv, etc)	Make	Model	Year
Vehicle #4 Type (car, truck, rv, etc)	Make	Model	Year
Other #1 (please specify)			
Other #2 (please specify)			
RRSP			
Life Insurance			
Investments			
Bank Account			
Total Assets:			

Have you ever had an asset repossessed? Yes No
 Have you ever declared bankruptcy? Yes No
 Are you party to any claims or lawsuits? Yes No
 Do you owe any taxes or amounts to CRA prior to the current year? Yes No

If you answered yes to any of the above, please provide details below:



Acknowledgement & Release

1. I/We acknowledge that the Community Futures Development Corporation of Greater Trail (Community Futures) is NOT providing me with professional financial or legal advice, but rather offers itself as a source of information and encouragement, and a source of direction to further resources.
2. I/We acknowledge that Community Futures has advised me to seek professional financial and legal advice when appropriate and to conduct my own investigations into all matters pertaining to my business plan. Community Futures has advised me not to rely solely on the information and advice provided to me by or on behalf of Community Futures.
3. I/We hereby release Community Futures, its directors, representatives and employees from responsibility should I choose to rely on the information and advice provided to me by or on behalf of Community Futures.
4. I/We acknowledge as well that Community Futures, its directors, representatives and employees have not held themselves out to me to be an expert in any particular field, but rather to be source of information, support and encouragement for entrepreneurs.
5. By my signature below I warrant that I have read this document and I sign on behalf of myself and any company or partnership I represent.
6. I/We acknowledge that the Community Futures Development Corporation of Greater Trail (Community Futures) is NOT providing me with professional financial or legal advice, but rather offers itself as a source of information and encouragement, and a source of direction to further resources.
7. I/We acknowledge that Community Futures has advised me to seek professional financial and legal advice when appropriate and to conduct my own investigations into all matters pertaining to my business plan. Community Futures has advised me not to rely solely on the information and advice provided to me by or on behalf of Community Futures.
8. I/We hereby release Community Futures, its directors, representatives and employees from responsibility should I choose to rely on the information and advice provided to me by or on behalf of Community Futures.
9. I/We acknowledge as well that Community Futures, its directors, representatives and employees have not held themselves out to me to be an expert in any particular field, but rather to be source of information, support and encouragement for entrepreneurs.
10. By my signature below I warrant that I have read this document and I sign on behalf of myself and any company or partnership I represent.

Disclosure & Release Statement

	Yes	No
1. Are you related to any Director or Employee of the Community Futures Development Corporation?		
2. Have you ever guaranteed the loans or financial commitments of others?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever been the Principal or Guarantor of a business that has filed for bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you or any closely related individual or company involved in ANY legal action or litigation either personally or through your business?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you consider yourself a person to be affected by a disability	<input type="checkbox"/>	<input type="checkbox"/>
6. Are you of Aboriginal Decent? (Including First Nations, Metis or Inuit)	<input type="checkbox"/>	<input type="checkbox"/>
7. If financial assistance is approved, would you allow the Community Futures Development Corporation of Greater Trail to make a public announcement regarding your project?	<input type="checkbox"/>	<input type="checkbox"/>



Consent to Obtain Credit/Personal Information

“The statements in this application are true.” “I, the undersigned, agree to:

- a. Supply to Community Futures any additional information required in support of my application;
- b. Allow Community Futures to make any enquiries deemed necessary to decide this application;
- c. Provide to Community Futures reports and additional information as required from time to time should my application be accepted;
- d. Reimburse Community Futures for any legal costs incurred in registration of documents of loan security, even if I have withdrawn my application after registration;
- e. Use any financing provided by Community Futures in the manner and for the purpose described in my application that can only be altered with the written permission of Community Futures; and
- f. Maintain insurance as specified by Community Futures.”

Applicant Signature	Witness Signature	Date
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Applicant Signature	Witness Signature	Date
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--- 825 Spokane Street, Trail BC V1R 3W4 ---