

Borrowers Name: _____

Telephone Number: _____



**Business Loan
Application**



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Growing communities one idea at a time

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 CFEK 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)
- Personal Tax Return & Notice of Assessment (most recent year)
- Draft Franchise Agreement, if applicable

PURCHASE EXISTING BUSINESS (BUSINESS TRANSITION)

- Business Plan
- 2-year Cash Flow Forecast
- Personal Résumé (each owner)
- Personal Tax Return & Notice of Assessment (most recent year)
- Draft Share or Asset Purchase Agreement
- Draft Franchise Agreement, if applicable

EXISTING BUSINESS

SOLE PROPRIETOR/ PARTNERSHIP

- 2-3 page outline of project for which funds are being requested
- 2-year Cash Flow Forecast
- Personal Tax Return & Notice of Assessment (3 years) for each partner/owner
- Partnership Agreement (If Applicable)
- Accountant prepared financial statements, if available
- List of business-related assets
- 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)
- Corporate Notice of Assessment (most recent year end)
- Business Asset List
- 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 or estimates for any planned equipment purchases (can include shipping and 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.

We will be happy to review your application and supporting documents to determine eligibility and completeness, prior to accepting your application fee.

Once paid, the Loan Application Fee is non-refundable.

Loan Application Fee

- \$100.00 – Loan requests up to \$25,000
- \$300.00 – Loan requests between \$25,000 and \$150,000
- \$500.00 – Loan requests above \$150,000

Please make cheques payable to Community Futures East Kootenay.

PERSONAL FINANCIAL STATEMENT

Please complete 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 (DD/MM/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
Cash: (chequing / savings)	\$	Term Loan(s)	\$	\$
Stocks, Bonds, Mutual Funds	\$	Line(s) of Credit	\$	\$
RRSPs, Pension	\$	Bank Credit Cards	\$	\$
Real Estate (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	\$	\$
TOTAL A	\$	TOTAL B	\$	\$
NET WORTH		(Total A – 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:	\$
Total Income	\$	Total Expenditures	\$

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 Wholesale 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	Partner/Director/Officer	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

Other: _____

Please complete the table below:

Planned Use of Funds	\$	Planned Source of Funds	\$
Purchase or construction of real property		Community Futures East Kootenay	
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:			
Total		Total	

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.

CFEK 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, CFEK 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?

DISCLOSURE AND RELEASE STATEMENT

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Are any of the Borrowers or Guarantors related to any Director or Employee of Community Futures East Kootenay? 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 East Kootenay 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 East Kootenay 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 CFEK the full amount of these costs. CFEK will provide evidence of costs incurred.

The Personal Financial Statement submitted by each Borrower and/or Guarantor is true, correct and complete. Each of the undersigned consents and authorizes Community Futures East Kootenay 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.

By signing this application, you are consenting to Community Futures East Kootenay (CFEK) for the purposes of making a credit decision, to collect, use and disclose your personal information. Should your application be approved, you are also consenting to collection, use or disclosure of your personal information by CFEK.

This consent may not be withdrawn and will be in full force and effect until amounts owing to CFEK are discharged in full. CFEK 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.

For a corporation:

_____	_____	_____	_____
Authorized Signatory (Print Name)	Title	Signature	Date

For Individual Applicants and Guarantors:

_____	_____	_____
Print	Signature	Date

_____	_____	_____
Print	Signature	Date

COMMUNITY FUTURES EAST KOOTENAY LOAN FEE SCHEDULE

Application Fees	<p>\$100.00 – Loans up to \$25,000</p> <p>\$300.00 – Loans between \$25,000 - \$150,000</p> <p>\$500.00 – Loans above \$150,000</p>
Interest Rate	<p>Varies based on multiple factors</p> <p>Ex. Loan size, equity contribution, security/collateral position, level of risk.</p>
Loan Disbursement Fees	<p>Variable options – 2% of Loan Proceeds and up</p>
Loan Documentation Fees	<p>Any incurred 3rd Party Fees will be charged. Ex. Solicitor, Mortgage Broker will be charged.</p>
Administration Fees	<p>1% Per Annum – Calculated Monthly</p>
Annual Review Fees	<p>\$75.00 – Loans up to \$25,000</p> <p>\$225.00 – Loans above \$25,000</p> <p>\$50.00 – Late Reporting Fee (Charged Monthly)</p>
Loan Amendment Fee*	<p>\$75.00 – Loans up to \$25,000</p> <p>\$150.00 – Loans above \$25,000</p>
Not Sufficient Funds (NSF)	<p>\$50.00 – Flat fee per NSF</p>
Early Payout/ Lump Sum Payments	<p>If loan is paid out within first year, a 2% fee will be charged on the outstanding balance of the loan.</p> <p>If the loan is paid out after one year no charges will be incurred.</p> <p>Lump sum payments can be applied to the loan at any time without incurring any charges.</p>
Discharge Fees	<p>2% fee on outstanding loan balance if loan is paid out within the first year.</p>
Legal Fees	<p>Any legal fees incurred in relation to the loan will be applied directly to the loan.</p>

*** Any changes to the initial terms and conditions of the loan will incur a fee for each change.**

All fees incurred will be applied directly to the loan with the exception of the Loan Application Fees which must be paid in full with submission of loan application.

We require notice 15 days prior to scheduled payment to make any changes. Any bank costs incurred will be applied directly to the loan.