

Date: _____

Business Name: _____

Business Address: _____

Owner's Name(s): _____

Address: _____

Phone Numbers: _____

email: _____

The Place for Entrepreneurs

CF West Yellowhead
Loan Application

Community 
Futures

2016



221 Pembina Avenue
Hinton, Alberta
T7V 2B3

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E westyellowhead@albertacf.com

Community Futures West Yellowhead Fee Schedule

These fees are in effect from April 1, 2017 to March 31, 2018.
Community Futures West Yellowhead reserves the right to change these fees at any time.

Loan Financing Fees (applicable to all loans approved after April 1, 2017)

Loan Application Fee for loans up to \$50,000 (non-refundable)	\$50.00
Loan Application Fee for loans up to \$100,000 (non-refundable)	\$100.00
Loan Application Fee for loans up to \$150,000 (non-refundable)	\$150.00

Loan Fees (on all approved loans) 1% of loan amount; minimum of \$300

Mortgage Registration fee \$200.00

Annual Loan Administration Fee* \$150.00

*Each year an annual review will be conducted on your loan, up to date financial statements and income tax returns, insurance, collateral and loan documents. We will contact your business for a visit and for an update on your business activities.

Additional Fees (applies to all active loans as of April 1, 2017)

NSF Fees	\$75.00
Client Requests for Changes in Monthly Payment Plan	\$25.00
Lawyer Fees	as incurred
Security Re-Registration Fee	\$50.00 per agreement
Failure to provide Financial Reporting*	\$50.00

*All active loans are required to provide annual financial statements 90 days after the end of the business year end as per Section 6 of their loan agreement.

Reporting Requirements (applies to all loans approved after April 1, 2017)

Failure to provide Financial Reporting \$50.00

All loans approved after April 1, 2017 will be required to provide Community Futures West Yellowhead a financial report on the status of their business operations quarterly in the first year of their loan with CFWY. Clients have until 30 days after the quarterly deadline to file their financial report.

Loan Application Checklist

General:

- Community Futures Loan Application Form
- Personal Statements of Affairs
- Other Applicant(s) and/or Corporation
- Guarantor(s) (if applicable)
- Personal Resumes of applicants(s)
- Copies of applicants drivers licenses (picture id)
- Last TWO pages signed and dated

Business Plan

- Completed Business Plan or Project Description
- Proforma Cash-Flow Statement(s)
- Verification of Personal Investment
- Comprehensive list of assets to be used as security
- Note: Requires proof of ownership (registration/bill of sale, etc.)
- Application Fee; \$50, \$100, or \$150

Required as Applicable:

- Signed offers to purchase (if applicable)
- Business
- Buildings
- Land
- Equipment
- Renovations
- Building Construction
- Other: _____
- Copy of all mortgages (residential, business, other real estate)
- Tax Assessment, Appraisal, or Realtor's Assessment of all Real Estate
- Comprehensive list of all tools/equipment owned and to be purchased
- (Note: Include Serial Numbers if applicable)
- Lease agreement (if applicable)
- Copy of Trade Certificate (if applicable)
- Provincial/Municipal License

Existing Business Also Require:

- Financial Statements for the past 2-3 years as requested.
- Copy of Personal Tax Return
- Aged list of Accounts Receivable and Accounts Payable
- GST/Business Number

Incorporated Companies Also Require:

- Copy of company incorporation/registration
- Copy of Corporate Tax Return

Loan Information

Amount Requested from CF:			Other outstanding CF loan(s) total:		
Project Funds Used For			Project Financing		
Item	Amount	Date	Source of Funds	Amount	% Project
			Applicant contribution		
			CF Contribution		
			Other:		
			Other:		
			Other:		
			Other:		
			Totals		100
Project Description					

Business Information

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

First Name:	Last Name:	Percentage of Ownership	Telephone:

Type of Business: (circle all that apply)	Home Based	Start up	Existing	Full Time	Part Time
	Proprietorship	Incorporation	Partnership	Non-Profit	Co-op
	Retail	Service	Oil & Gas	Manufacturing	
	Forestry	Agriculture	Tourism	Construction	

Business has been operating since: (if applicable)

Business fiscal year end is/will be:

Applicant has made efforts to access funds from other sources. (Initials)

Reason(s) for rejection:

Business Contact Info

Business Legal Name:		
Business #:	WCB#	Incorporation#
Physical Address:		
Town:		Postal Code:
Mailing Address:		
Town:		Postal Code:
Phone:		Email:
Website:		
Full Time Employees:		Part Time Employees:

Personal Information

First Name:	Middle Name:	Last Name:	
Physical Address:			
Town:	Postal Code:	How Long?	
Mailing Address:			
Town:	Postal Code:		
Phone:		Email:	
SIN:		Driver's License #	
DOB: YYYY/MM/DD		Are you between the ages of 18-29? <input type="checkbox"/>	
Are You: (circle all that apply)			
Canadian Citizen	Permanent Resident	Immigrant	Aboriginal
On a Disability subsidy	On Employment Insurance	Disabled	
Current Marital Status (circle one)			
Single	Married	Common Law	Separated
			Divorced
			Widowed/Widower
# Dependants:		Ages:	
Life Insurance: Y/N Amount:		Name of Insurance Company	Phone / email:
Lawyer: Y/N		Name of Law Firm:	Phone / email:
Accountant: Y/N		Name of Accounting Firm:	Phone / email:
You were referred to Community Futures West Yellowhead by (circle all that apply)			
Accountant	Bank / Credit Union	Current / Past Client	
Internet	Municipality	Newspaper Ad	
Other Advertising	Word of Mouth	Other	

Employment & Education History

Current/most recent employer:		
Phone:	Salary:	
Position:	How Long?	
Responsibilities:		
Previous employer:		
Phone:	Salary:	
Position:	How Long?	
Responsibilities:		
Education (circle all that apply)		
Some High School	Completed High School	Some Post-Secondary
Post-Secondary + Diploma	Post-Secondary + Degree	Other
Certificates/Diplomas/Degrees/Tickets:		
Other relevant skills/experience:		

References

Personal and Business References, minimum two each		
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:

Spouse/Common Law Information

First Name:	Middle Name:	Last Name:
Phone:	Email:	
SIN:	Driver's License #	
DOB: YYYY/MM/DD	Are you between the ages of 18-29? <input type="checkbox"/>	

Spouse/Common Law Employment & Education History

Current/most recent employer:		
Phone:	Salary:	
Position:	How Long?	
Responsibilities:		
Previous employer:		
Phone:	Salary:	
Position:	How Long?	
Responsibilities:		
Education (circle all that apply)		
Some High School	Completed High School	Some Post-Secondary
Post-Secondary + Diploma	Post-Secondary + Degree	Other
Certificates/Diplomas/Degrees/Tickets:		
Other relevant experience/skills:		

How Much Do I Need? (monthly household budget)

Monthly Expenses	
Rent or Mortgage payment (including insurance and property taxes)	
Utilities (electricity, natural gas, water, sewer, municipality)	
Groceries	
Transportation (gas, insurance, tires, repairs and maintenance)	
Insurance (life, disability, critical illness, health care/blue cross)	
Child Care expenses (including daycare, education savings)	
Savings	
Entertainment/Hobbies/Dining Out	
Debt Payments (bank loans, car loans, personal loans, family loans)	
Credit Card payments	
Personal Line of Credit payments	
Other (specify)	
Other (specify)	
Other (specify)	
Other (specify)	
Other (specify)	
Total Monthly Expenses	
Monthly Income	
Employment income	
Spouse/Partner Employment income	
Rental income	
Child Support	
Alimony	
Other (specify)	
Other (specify)	
Other (specify)	
Other (specify)	
Total Monthly Income	
How Much Do I Need? (monthly expenses minus monthly income)	
What About Taxes, CPP, and EI? (gross up amount by 25%)	

How Much Do I OWN? (Personal Assets)

Cash / Savings / Investments				
Type	Bank	Branch	Amount	
Cash				
RRSPs				
Investments				
Real Estate				
Address	Purchase Year	Price Paid	Owners on Title	Present Value
Vehicles / Equipment / Machinery				
Make / Model	Purchase Year	Price Paid	Owners on Title	Present Value
Total Value of Assets				\$

How Much Do I OWE? (Personal Debts)

Lines of Credit / Credit Cards / Store Cards			
Type	Bank / Branch / Card	Payment / Frequency	Balance
Overdraft			
Line of Credit			
Credit Card			
Store Card			
Mortgages / Real Estate Loans			
Address	Bank / Branch	Payment / Frequency	Balance
Personal Loans / Vehicle Loans / Equipment Loans			
Item Purchased	Bank / Branch	Payment / Frequency	Balance
Total Value of Liabilities			
Net Worth (Assets minus Liabilities)			

Declarations

Have any of the applicant(s) ever had an asset repossessed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have any of the applicant(s) ever declared bankruptcy? If Yes please list date discharged.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are any of the applicant(s) party to any claims or lawsuits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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"/> Yes	<input type="checkbox"/> No
Do any of the applicant(s) or any closely related companies owe the Canada Revenue Agency (CRA) for taxes, GST, payroll deductions, or any other amounts prior to the current year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you related to any Director or Employee of Community Futures West Yellowhead or Community Futures Network of Alberta?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>The statements made herein are for the express purpose of obtaining financing from Community Futures West Yellowhead and are to the best of my/our knowledge and belief true and correct.</p> <p>The applicant understands that additional information, if required in support of this application, must be supplied to Community Futures West Yellowhead before consideration can be given to this application.</p> <p>The applicant agrees to reimburse Community Futures West Yellowhead any legal costs incurred in the registration of documents for loan security. Should the applicant withdraw his request for funds after legal documents have been registered and cost incurred, the applicant shall be responsible for these costs.</p>		
Application must be signed before it can be processed		
<p>The foregoing information is submitted for the purpose of establishing or maintaining credit with Community Futures West Yellowhead and is a true, full and correct statement of my financial condition on the date shown.</p> <p>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</p>		
Applicants's Signature:	Date:	
Applicants's Signature:	Date:	

Information Collection Notice and Authorization Form

When you first become a client of Community Futures West Yellowhead (CFWY), or when you apply to become a client, we will collect the information requested in this loan application and use it to:

- Confirm your identity
- Check your credit history
- Open an account with us
- Provide on-going services
- Enforce on our security if necessary

We may disclose your personal information:

- To a person who we are satisfied is requesting information on your behalf
- To other business units in Community Futures West Yellowhead to help serve you better
- To our Legal Counsel
- To a credit reporting agency
- When permitted or required by law
- To a public authority if, in our reasonable judgment, there appears to be an imminent danger which could be avoided by disclosing the information.

The gathering and disclosing of all information n shall be governed by the provisions of the ***Freedom of Information and Protection of Privacy Act***.

I hereby authorize Banks, Credit Agencies, and all Credit Bureaus to disclose all information concerning our affairs to Community Futures West Yellowhead and CFWY is likewise authorized to divulge information concerning our private affairs in response to normal credit inquiries from trade and other creditors. Community Futures West Yellowhead is authorized to release any or all information concerning this loan to any party or parties they deem fit, which may include a general news release to the public or otherwise.

All the information provided to Community Futures West Yellowhead in this Loan Application is true and current. I agree to and acknowledge all of the above terms. I have also read the above Information Collection Notice and give me consent for Community Futures West Yellowhead to collect and disclose my personal information in the matter stated above.

Applicants's Signature:	Date:
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Applicants's Signature:	Date:
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At times CFWY will promote businesses in marketing and educational efforts. If you do not consent to CFWY referring your business in these efforts, please check the box below.

I do not permit CFWY to use my client information in marketing efforts and promotion material for CFWY