

Loan Application Checklist

General:

1. Community Futures Loan Application Form
 - a. Personal Statements of Affairs
 - i. Other Applicant(s) and/or Corporation
 - ii. Guarantor(s) (if applicable)
 - b. Personal Resumes of applicants(s)
 - c. Copies of applicants drivers licenses (picture id)
 - d. Last TWO pages signed and dated
2. Business Plan
 - a. Completed Business Plan or Project Description
 - b. Proforma Cash-Flow Statement(s)
 - c. Verification of Personal Investment
3. Comprehensive list of assets to be used as security
Note: Requires proof of ownership (registration/bill of sale, etc.)
4. Application Fee, \$50.00

Required as Applicable:

5. Signed offers to purchase (if applicable)
 - a. Business
 - b. Buildings
 - c. Land
 - d. Equipment
 - e. Renovations
 - f. Building Construction
 - g. Other _____
6. Copy of all mortgages (residential, business, other real estate)
7. Tax Assessment, Appraisal, or Realtor's Assessment of all Real estate (Personal and business)
8. Comprehensive list of all tools/equipment owned and to be purchased (Note: Include Serial Numbers if applicable)
9. Lease agreement (if applicable)
10. Copy of Trade Certificate (if applicable)
11. Provincial/Municipal License

Existing Business Also Require:

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

Incorporated Companies Also Require:

16. Copy of company incorporation/registration
17. Copy of Corporate Tax Return