

|  |  |
| --- | --- |
| **Date:** | October 25, 2018 |
| **Business Name:** | Click or tap here to enter text. |
| **Business Address:** | Click or tap here to enter text. |
| **Owner’s Name(s):** | Click or tap here to enter text. |
| **Owner’s Address:** | Click or tap here to enter text. |
| **Phone Numbers:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. |

**CFWY**

**Business Loan Application**

Community Futures West Yellowhead

Loan Application

2018

## 



221 Pembina Avenue **T** 780 865 1224 **F** 780 865 1227

Hinton, Alberta **T** 800 263 1716 **F** 877 865 1227

T7V 2B3 **E** westyellowhead@albertacf.com

**W** westyellowhead.albertacf.com

Community Futures West Yellowhead

Loan Fees Schedule 2021 04

These fees are in effect from April 1 to March 31 (our fiscal year).

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)**

Loan Application Fee for loans up to $20,000 (non-refundable) $ 50.00

Loan Application Fee for loans $20,001 to $50,000 (non-refundable) $100.00

Loan Application Fee for loans $50,001 to $100,000 (non-refundable) $200.00

Loan Application Fee for loans $100,001+ and partner loans (non-refundable) $300.00

Loan Fees (on all approved loans) 1% of loan amount; minimum of $300.00

Mortgage Registration fee $300.00

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)**

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)**

Failure to provide Monthly Reporting $50.00

All loans approved will be required to provide a monthly report on the status of their business operations, each month during the first 12 months of their loan. Clients have until 30 days after the month end to provide their monthly report.

**CFWY Loan Application Checklist 2021 04**

Community Futures Loan Application(s) for each Applicant/Shareholder or Guarantor

* Last TWO pages signed and dated

For each applicant/guarantor/shareholder listed:

* Personal Resumes (including Trade Certificates/Diplomas/Degrees)
* Copies of Government issued picture id (front and back)
* Proof of employment (current paystub)
* Proof of income (T4 slip or letter from employer)
* Latest Personal Income Tax Return or Notice of Assessment
* Proof of all personal assets listed (bank statements, vehicle registrations, etc.)
* Verification of all personal debts (loan/mortgage statements, credit card bills, etc.)

**Business Plan**

Completed Business Plan or Project Plan

Completed Cash-Flow Projection

Verification of Personal Investment

Comprehensive list of assets to be used as collateral with proof of ownership

(vehicle registration, bill of sale, etc.)

* Application Fee must be paid before CFWY will start the loan application;
* $50 (<$20,000), $100 (<$50,000), or $200 (<$100,000), or $300 (>$100,000)
* Payable in cash or cheque at the office,
* or by e-transfer to ***cfwy-etransfers@albertacf.com***

**Required as Applicable:**

Signed offers to purchase (Proof the vendor is going to sell to you at an agreed upon price)

Business or Business Assets (include serial numbers)

Equipment (include serial numbers)

Land

Building

Renovations or Leasehold Improvements or Construction

Lease agreement (if renting a business space)

**Existing Business Also Require:**

Financial Statements for the past 2-3 years as requested.

Copy of all Canada Revenue Agency account balances

* RC corporate income tax
* RP payroll remittances account
* RT GST account

Aged list of Accounts Receivable and Accounts Payable

GST/Business Number

**Incorporated Companies Also Require:**

Incorporation documents (corporate minute book)

List of shareholders and percentage of shares owned

# Loan Information

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Amount requested from CF for this project:** | |  | | **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 | | | | | | | |
| Enter Project Description | | | | | | | |

# Business Information

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **List the name(s) and percentage of shares of all principle owner(s) of the business:** | | | | | | | | | | |
| **First Name** | | **Last Name** | | | | | **% Ownership** | | **Phone Number** | |
|  | |  | | | | |  | |  | |
|  | |  | | | | |  | |  | |
|  | |  | | | | |  | |  | |
|  | |  | | | | |  | |  | |
| **Type of**  **Business: (check 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)** | | | | | Click or tap to enter a date. | | | | | |
| **Business fiscal year end is/will be** | | | | | Click or tap to enter a date. | | | | | |
| **Applicant has made efforts to access funds from other sources.** | | | | | | | | | | |
| **Source** | | | **Reason for Rejection** | | | | | | | |
|  | | |  | | | | | | | |
|  | | |  | | | | | | | |

# Business Contact Info

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Business Legal Name:** | | | | |  | | | | | | | | |
| **Business #:** | | |  | | | **WCB#** | |  | | | **Incorporation#** | |  |
| **Physical Address:** | | | | Enter Complete Address | | | | | | | | | |
| **Mailing Address:** | | | | Enter Complete Address | | | | | | | | | |
| **Phone:** | |  | | | | | | | **Email:** |  | | | |
| **Website:** |  | | | | | | | | | | | | |
| **# Full Time Employees:** | | | |  | | | **# Part Time Employees:** | | | | |  | |

# Personal Information

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **First Name** | | | | | | | | | **Middle Name** | | | | | | | | | | | | **Last Name** | | | |
|  | | | | | | | | |  | | | | | | | | | | | |  | | | |
| **Physical Address:** | | | | | | Enter Complete Address | | | | | | | | | | | | | | | | | | |
| **Mailing Address:** | | | | | | Enter Complete Address | | | | | | | | | | | | | | | | | | |
| **Phone:** | | |  | | | | | | | | | | | **Email:** | | |  | | | | | | | |
| **SIN:** |  | | | | | | | | | | | **Driver’s License #:** | | | | | | |  | | | | | |
| **DOB:** |  | | | | | | | | | | | **Are you between the ages of 18-29?** | | | | | | | | | | | |  |
| Are You: (check all that apply) | | | | | | | | | | | | | | | | | | | | | | | | |
| **Canadian Citizen** | | | | | | **Permanent Resident** | | | | | | | | | **Immigrant** | | | | | | | | **First Nations or Metis** | |
| **On a Disability subsidy** | | | | | | | | | | **On Employment Insurance** | | | | | | | | | | | | | **Disabled** | |
| Current Marital Status (check one) | | | | | | | | | | | | | | | | | | | | | | | | |
| Single | | Married | | | Common Law | | | | | | Separated | | | | | | | Divorced | | | | Widowed/Widower | | |
| **# Dependants:** | | | |  | | | | | | | | | **Ages:** | | |  | | | | | | | | |
| **Life Insurance** | | | | | | | | | | | | | | | | | | | | | | | | |
| Amount: | | | | | | | Name of Insurance Company: | | | | | | | | | | | | | | | | Phone / email: | |
| **Lawyer** | | | | | | | | | | | | | | | | | | | | | | | | |
| Lawyer Name | | | | | | | Name of Law Firm | | | | | | | | | | | | | | | | Phone / email | |
| **Accountant** | | | | | | | | | | | | | | | | | | | | | | | | |
| Accountant Name | | | | | | | Name of Accounting Firm | | | | | | | | | | | | | | | | Phone / email | |
| You were referred to Community Futures West Yellowhead by (check) | | | | | | | | | | | | | | | | | | | | | | | | |
| **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:** | | | | | | | |
|  | | | | | | | |
| **Current/most recent employer:** | | | | | | | |
| **Phone:** |  | | | **Salary:** | |  | |
| **Position:** |  | | | **How Long?** | |  | |
| **Responsibilities:** | | | | | | | |
|  | | | | | | | |
| Education (check all that apply) | | | | | | | |
| **Some High School** | | **Completed High School** | **Some Post-Secondary** | | **Completed Post-Secondary** | | **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:** |  | | | **Are you between the ages of 18-29?** | | | | |  |

# Spouse/Common Law Employment & Education History

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

# 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 |  |
| Total Monthly Expenses | |  |
| Monthly Income | | |
| **Employment income** | |  |
| **Spouse/Partner Employment income** | |  |
| **Rental income** | |  |
| **Child Support** | |  |
| **Alimony** | |  |
| **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/Collectibles/etc. | | | | |
| Type | Bank | | Branch | Amount |
| **Cash** |  | |  |  |
| **RRSPs** |  | |  |  |
| **Investments** |  | |  |  |
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|  |  | |  |  |
| Real Estate | | | | |
| Address | Purchase Year | Price Paid | Owners on Title | Present Value |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Vehicles / Equipment / Machinery/Other | | | | |
| Make / Model | Purchase Year | Price Paid | Owners on Title | Present Value |
|  |  |  |  |  |
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|  |  |  |  |  |
| Total Value of Assets | | | |  |

# How Much Do I OWE? (Personal Debts)

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

# Declarations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Have any of the applicant(s) ever had an asset repossessed?** | | **Yes** | | **No** |
| **Have any of the applicant(s) ever declared bankruptcy?** | | **Yes** | | **No** |
| **If Yes please list date discharged.** | date. |
| **Are any of the applicant(s) party to any claims or lawsuits?** | | **Yes** | | **No** |
| **Are you or any closely related individual or company involved in ANY legal action or litigation, either personally or through your business?** | | **Yes** | | **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?** | | **Yes** | | **No** |
| **Are you related to any Director or Employee of Community Futures West Yellowhead or Community Futures Network of Alberta?** | | **Yes** | | **No** |
| **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.**  **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.**  **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.** | | | | |
| 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 West Yellowhead and is a true, full and correct statement of my financial condition on the date shown.**  **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** | | | | |
| X Click or tap here to enter text.  **Applicants’s Signature:** | | **Date:** | date. | |
| X Click or tap here to enter text.  **Applicants’s Signature:** | | **Date:** | 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.** | | | |
| X Click or tap here to enter text.  **Applicants’s Signature:** | **Date:** | date. | |
| X Click or tap here to enter text.  **Applicants’s Signature:** | **Date:** | date. | |
| **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** | | |  |