

*** Please save this document on your computer with your business name.
If the document name is not changed, it will be submitted blank.**

BUSINESS LOAN APPLICATION

Criteria: Please Review the **Business Loans Overview** tab on the website for criteria. The following three (3) documents located on that tab must be completed and submitted together to be reviewed for financing. Your application package must contain:

- (1) Loan Application Form & all related attachments requested
- (2) Business Proposal
- (3) Signed Disclosure and Release Statements

You can upload your application via our website or submit by email to help@cfessexcounty.ca

Contact our office to request assistance from business support staff if needed at (519) 776-4611.

Once all signed documents are received, the file will be put into the review process, and you will be contacted with any questions and a meeting scheduled. Additional information may be required during the review process.

Date: _____ Loan Request Amount: \$ _____

1.0 JOB CREATION / MAINTENANCE

Number of Owners:	Full Time:	Part Time:	
Number of employees:	Full Time:	Part Time:	Seasonal:
Number of jobs anticipated to be created through this proposal:			
	Full Time:	Part Time:	Seasonal:

How did you hear about us?

2.0 ADMINISTRATIVE INFORMATION

2.1 APPLICANT

Applicant Name: _____
 Home Phone Number: _____ Email: _____
 Cell Phone Number: _____

2.2 BUSINESS INFORMATION

Business Name: _____
 Federal Business Number (Source Deductions, HST - 9 digits): _____
 Business Address: _____
 Business Phone Number: _____
 Email Address: _____
 Fax Number: _____
 Start up Existing: _____
 What bookkeeping system do you use?: _____

2.3 STRUCTURE OF BUSINESS

Proprietorship

Partnership

Incorporation

(check one)

Principal Owner(s):

Name:

Role:

Ownership%:

Phone Number:

Name:

Role:

Ownership%:

Phone Number:

2.4 PROFESSIONAL ADVISORS

Solicitor:

Accountant:

Insurance Broker:

Bank (business):

Bank (personal):

Mentor/consultant:

2.5 BACKGROUND OF APPLICANT (maximum 1,000 characters) (or attach a resume)

Provide a brief description of your management and work experience; education as applicable; and how this will assist you in the managing of your business.

2.6 BUSINESS/PROFESSIONAL REFERENCES

Name:

Role:

Name:

Role:

3.0 FINANCIAL INFORMATION**3.1 PROJECT COSTS & FUNDING DETAIL****Project Costs**

Building/Leaseholds	\$
Equipment	\$
Vehicles	\$
Inventory	\$
Working Capital (cash)	\$
Other	\$
Total Costs	\$

Project Funding/sources

Owner Contribution	\$	
Bank Loan (details)	\$	
Essex CFDC	\$	(matches Loan Request Amount of front page)
Other (details)	\$	
Total Funding	\$	Note: Total Costs and Total Funding must be equal.

3.2 FINANCIAL STATEMENTS (Please attach the following):**Existing Businesses**

Last 3 years Financial Statements (or Statement of Business Activities Forms from Income Tax Return) including Balance Sheet

YTD Internal Financial Statements

A/R and A/P List & Aging

CRA Notice of Assessment

Cash flow may be requested by CFDC

Start Ups

Projected Cash flows - monthly first year – If required, a copy of a template can be found on the Business Loans Overview Page of our website

Projected Income & Expense forecast - annual 3 years

Assumptions for Projections

Opening Balance Sheet

3.3 TAX ARREARS

Do you have arrears for any of the following categories?

	Yes	No	Amount
Source deductions; Employee Remittances			\$
HST/PST			\$
Property taxes			\$
Corporate Income Tax			\$
Personal Income Tax			\$
Total Taxes Owed			\$

3.4 BUSINESS ASSETS & LOAN SECURITY OFFERED

List below the collateral you propose to offer towards the loan. Examples of security would include assignments of receivables, inventory, vehicles, equipment, personal assets, property and personal guarantees. Also indicate whether they are used as security against other loans and amount of money owing against them. *(Attach a separate list, if necessary).*

3.4.1

Assets (make, model, year, serial number)	Market Value	Amount Owing	Collateral for CFDC
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Business Assets on hand:

Business Assets to be purchased with funding:

Details of Existing Business Loans

Institution	Loan Balance	Security Pledged
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Details of Lines of Credit – (includes Lines of Credit outstanding and approved LOC)

Line of Credit Institution	Approved Amount	Line of Credit Balance	Security Pledged
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3.4.2 Personal Assets

Assets	Market Value	Amount Owing	Collateral for CFDC
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3.4.3 Guarantors of Loan (Personal Statement to be completed for each guarantor)

Name:

Name:

3.5 PERSONAL STATEMENT OF AFFAIRS To be submitted for **each** Owner(s), Spouse(s) **AND** Guarantor(s)

Last Name: _____ First Name: _____ Middle Name: _____

Relationship to the Applicant: Applicant Spouse Guarantor Partner Other:

Home Phone: _____ Cell: _____ Email: _____

Marital Status: Married Divorced Widowed Separated Single Common Law

Present Address: _____ Rent Own

How Long at present address? Applicant's Employer

Yearly Gross Salary \$ # of Yrs. Other Income: \$ Source:

Mailing Address: (if dif. than above)

Previous Address (if less than three years at Present Address)

Your Birth Date: _____ Your Social Insurance Number: _____ (Optional)

Number of Dependants (Not Inc. Spouse): _____ Spouse's Full Name: _____

Spouse's Birth Date: _____ Spouse's Social Insurance Number: _____ (Optional)

Spouse's Occupation: _____ Spouse's Employer: _____

Spouse's Gross Yearly Income: _____ Length of Employment (# of Years)

COMBINED PERSONAL AND SPOUSAL INFORMATION (monthly)

Gross Monthly Income	\$	Rent or Mortgage Payment & Property Taxes	\$
Salary, Wages, Commissions, etc.	\$	Food	\$
Dividends & Interest	\$	Phone, Heat & Utilities	\$
Rental Income	\$	Payments – Loans, Credit Cards, etc.	\$
Business or Professional Income	\$	Car expense (include insurance -monthly)	\$
Other Income (specify)	\$	Clothing	\$
		Childcare Expenses	\$
		Entertainment	\$
		Medical Expenses	\$
		Miscellaneous	\$
		Life / Homeowner Insurance	\$
TOTAL INCOME	\$	TOTAL EXPENSES	\$
		NET	
		(Income less Expenses) (transfer ANY	
		Shortfall to the cash flow to identify it as	
		Owner's Drawings as applicable)	\$

List and describe ALL assets and liabilities in the spaces provided below

****COMBINED PERSONAL AND SPOUSAL INFORMATION / GUARANTOR MUST COMPLETE THIS FORM ALSO****

ASSETS (own)				LIABILITIES (owe)		
Cash All Accounts Bank Name Branch Amount \$				Lines of Credit or Other Loans Approved Amount \$ Secured By Amount Owing \$		
Real Estate Property's address Year Purchased Purchase Price Fair Market Value \$				Mortgage Holder Amount Owing \$		
Vehicle(s) Year Make Model Fair Market Value \$				Vehicle Loan(s) Lender Amount Owing \$		
Other Assets Including Spouses Describe - List attachment if necessary Other Assets Value \$				Other Assets Loans Lender Amount Owing \$		
RRSP'S (Self) \$						
RRSP's (Spouse) \$						
Stocks, Bonds, Mutual Funds, GIC Describe - List attachment if necessary Value \$				Taxes Payable Amount Owing \$		
				Credit Cards (or attach a list) Amount Owing \$		
				Credit Card-Spouse (Or attach a list) Amount Owing \$		
TOTAL ASSETS \$				TOTAL LIABILITIES \$		

Additional clarification as needed (attach documents if required):



**ESSEX
CFDC/SADC**

O/A Community Futures Essex County

EXCHANGE OF INFORMATION

I authorize the Corporation to obtain credit information about me, or my business from any source, at any time, during the application process or during the term of the loan. By executing this statement, I acknowledge as notice in writing, the Corporation's intent to obtain this information and I authorize each source to provide this information to the Corporation.

Name

Name

Signature:

Signature:

Date:

Date:



COMMUNITY FUTURES ESSEX COUNTY

The UNconventional Lender

DÉVELOPPEMENT DES COLLECTIVITÉS COMTÉ D'ESSEX

Le créancier distinct