

APPLICATION FOR FINANCING

Please Print and fill out

Date _____

How did you hear about Community Futures? _____

PART I PRIMARY APPLICANT INFORMATION

Full Legal Name _____
(as appearing on Birth Certificate) Surname First Middle Initial

Date of Birth _____ / _____ / _____ Social Insurance Number _____
mm dd yy

Municipality: _____

Mailing Address: _____
Street Address / P.O Box

_____ _____ _____
City / Town Province Postal Code

Length of time at current address: _____ (If less than 2 years, please provide address for past 2 years)

_____ _____
City / Town, Province Length of time at address

E-mail Address: _____

Telephone: Home _____ Work _____ Cell _____ Fax _____

Current Occupation: _____

Currently Employed By: _____

Length of Employment: _____ (If less than 2 years, please provide employer(s) for past 2 years)

_____ _____ _____ _____ _____
Name of Employer Occupation City / Town Province Length of time at job

_____ _____ _____ _____ _____
Name of Employer Occupation City / Town Province Length of time at job

Marital Status: Married Common Law Single Separated

If separated, do you have an agreement? Yes No # of Dependents _____

Financial Position of Applicant

PERSONAL ASSETS		Value
Cash on hand		\$
GIC's <i>Institution's Name:</i>		\$
		\$
Mutual Funds <i>Institution's Name:</i>		\$
		\$
RRSP's <i>Institution's Name:</i>		\$
		\$
Stocks/Bonds <i>Institution's Name:</i>		\$
		\$
Automobile <i>Make</i>	<i>Year</i>	\$
		\$
		\$
Recreational/Farm Machinery Vehicle(s) <i>Description</i>	<i>Year</i>	\$
		\$
		\$
Real Estate <i>Address</i>	<i>Legal Description</i>	\$
		\$
		\$
Other		\$
		\$
(A) Total		\$

INCOME SOURCES	
Gross Monthly Income	\$
Spouses Gross Monthly Income	\$
Business Income <i>Please Provide Financial Statements</i>	\$
Other Income <i>Please Provide Financial Statements</i>	\$
Total	\$

Principal Financial Institution and Contact Person:	
Name of Institution:	
Address:	
Contact Person:	
Phone #:	

PERSONAL LIABILITIES	Credit Limit	Balance Owing	Monthly Payment
Over-Draft Protection	\$	\$	\$
Bank Loan(s) <i>Bank Name:</i>	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Personal Line of Credit(s) <i>Bank Name:</i>	\$	\$	\$
	\$	\$	\$
Automobile Loan/Lease <i>Creditor Name:</i>	\$	\$	\$
	\$	\$	\$
VISA / MasterCard / Other Credit Card(s) <i>Creditor Name:</i>	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Mortgage / Rent <i>Creditor / Landlord(s) Name:</i>	\$	\$	\$
	\$	\$	\$
Alimony / Child Support	\$	\$	\$
	\$	\$	\$
Cosigned / Endorsed / Guarantor <i>(Are you currently)</i>	\$	\$	\$
	\$	\$	\$
Business Loans / Line of Credit / Debt <i>Creditor Name:</i>	\$	\$	\$
	\$	\$	\$
(B) Total	\$	\$	\$

TOTAL ASSETS (A) \$ _____ TOTAL LIABILITIES (B) \$ _____

NET WORTH (A - B) = \$ _____

Are all payments current including property and income taxes? Yes No

Are you party to any claims or lawsuits? Yes No

Litigation/proceedings involving the applicant or any closely related individuals or corporation should be mentioned.

Have you ever filed personal bankruptcy or been associated with a business which has filed for bankruptcy? Yes No

GENERAL INFORMATION		
Life Insurance Policy	Amount \$	Cash Surrender Value \$
Property Taxes Monthly		\$
Utilities Monthly		\$
Other		\$

PART II CO-APPLICANT INFORMATION (If applicable)

Personal Data Spouse or Co-applicant

(Your spouse may have a legal interest or obligation arising from your business dealings and may also have an interest in your personal assets)

Full Legal Name _____
 (as appearing on Birth Certificate) Surname First Middle Initial

Date of Birth ____/____/____ Social Insurance Number _____
 mm dd yy

Municipality: _____

Current Occupation: _____

Currently Employed By: _____

Length of Employment: _____ (If less than 2, years please provide employer(s) for past 2 years)

Name of Employer	Occupation	City /Town	Province	Length of time at job
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Are you party to any claims or lawsuits? Yes No

Litigation/proceedings involving the applicant or any closely related individuals or corporation should be mentioned.

Have you ever filed personal bankruptcy or been associated with a business which has filed for bankruptcy? Yes No

PART III BUSINESS INFORMATION

Complete the following only if the business is established.

Type of Business Entity: Sole Proprietor Corporation Partnership

Name of Business: _____

Business Address/Location: _____
 Street Address / P.O Box City / Town Province Postal Code

Number of Present Employees: Full-Time _____ Part-Time _____ Seasonal _____

PART IV BUSINESS VENTURE

Expenditures		Proposed Financing Sources	
Land & Building	\$	Community Futures	\$
Equipment / Tools	\$	Provincial or Federal Agency	\$
Inventory	\$	Private Investor(s)	\$
Furniture & Fixtures	\$	Owner's Equity / Down Payment	\$
Working Capital	\$	Bank/Credit Union	\$
Renovations	\$	Other	\$
Vehicle(s)	\$		\$
Other	\$		\$
	\$		\$
	\$		\$
Total	\$	Total	\$

Financing Requested \$ _____

Is the loan for: Start-Up _____ Purchase _____ Expansion _____

Number of Jobs Created/Maintained Full-Time _____ Part-Time _____ Seasonal _____

The applicant(s) and guarantor(s) severally covenant and agree to the following terms and conditions; as a condition to Community Futures Development Corporation granting the loan and to secure repayment of any sums under the loan, the applicant(s) and guarantor(s) hereby grant and agree to execute in favor of Community Futures Development Corporation, the following:

Promissory Note _____ General Security Agreement _____

Mortgage Covering _____
Legal Land Description

Specific Security Agreement (*Vehicle/Equipment Description*)

Serial Number	Year	Make/Model	Type	Color

In the event the applicant(s) and guarantor(s) is a corporation, it is agreed that *The Limitations of Civil Rights Act* shall have no application to the credit, this Agreement or any Security Agreement or Mortgage provided by the applicant(s) and guarantor(s)

PART V PRIVACY CONSENT

By signing this form you are granting Community Futures access to personal information under the **PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT (PIPEDA)**. The information being gathered will be placed on a database and maintained with your name, address, email address, business history and financial information. Sharing of this personal/business information may included sharing it with other lending institutions that may participate in my loan financing or any other persons from which Community Futures requires information or services with respect to the loan application or loan administration should the loan be granted.

The applicant(s) and the guarantor(s) agree and authorize Community Futures to from time to time, conduct a Credit Bureau or reporting agency search, a personal property registry search, SGI registration enquiry and any other searches required to assess credit history, and if any loan is granted to assess compliance with the terms of the loan, assess the loan security, or for purpose related to enforcing the terms of the loan or to realize upon the loan security in the event of default to the terms of the loan. The applicant(s) and/or the guarantor(s) agree and authorize any other lending institution who may be evaluating the possibility of participating in financing, or that does participate in the loan if granted, to conduct the same enquiries and/or searches if required by that institution.

The applicant(s) and/or the guarantor(s) agree and understand that this is a continuing authorization with no expiry date and that may be acted upon by Community Futures and/or any other lending institution that may be evaluating the possibility of participating in financing, or that does participate in the loan, if granted, at anytime and for any purpose required to assess the applicant(s) and/or the guarantor(s) credit history, assess compliance with the terms of the loan, assess the loan security in the event of default of the terms of the loan granted.

The applicant(s) and the guarantor(s) agree and understand that under Federal Privacy Law, the applicant(s) and the guarantor(s) have access to the information help by Community Futures and know to refer to the Community Futures Privacy Policy or contact the Chief Privacy Officer if a questions or concern arises about the handling of personal/business information.

The applicant(s) and the guarantor(s) agree that Community Futures has the right to publicizing or promote in various forms of media, if the venture is successful in obtaining financing from Community Futures, which may or may not include personal/business information such as the name.

***The applicant(s) and the guarantor(s) understand that the specific personal/business information sharing arrangements will benefit the applicant(s) and the guarantor(s) through expediting communication and that only information relating to and pertinent to the applicant(s) and the guarantor(s) loan application, loan administration, or loan realization will be the subject of the sharing arrangement.**

The applicant(s) and the guarantor(s) personal/business information may be used in a number of ways including in writing, electronically or verbally.

Revoking Consent

i) The applicant(s) and the guarantor(s) agree that the applicant(s) and the guarantor(s) cannot revoke this authorization until all of debts and liabilities, present or future, direct or indirect, absolute or contingent, matured or not, or at any time owing to Community Futures have been paid in full. The applicant(s) and the guarantor(s) can revoke consent in specific instances only if the specific personal/business information is no longer reasonably required for loan purposes.

ii) The applicant(s) and the guarantor(s) understand and agree that Community Futures may disclose personal/business information without my knowledge or consent of the disclosure is for the purpose of collecting a debt owed by the applicant(s) and the guarantor(s) to Community Futures.

iii) Subject to the limitations of 'i' and 'ii' above, the applicant(s) and the guarantor(s) understand that the applicant(s) and the guarantor(s) can revoke any portion of this consent agreement by providing written notice to Community Futures, and Community Futures will provide the applicant(s) and the guarantor(s) with a **Withdrawal of Consent Form** upon request.

PART VI Applicant(s) and Guarantor(s) Declaration

The applicant(s) and the guarantor(s) agree that any loan granted by Community Futures shall be subject to the following terms and conditions and shall be deemed to be part of the loan contract:

1) That all statements made in this application are filled out to the best of your knowledge.

2) That the applicant(s) and the guarantor(s) acknowledge and understand that Community Futures is relying on the accuracy of all the information contained in the application and in the net worth statement(s) for the purpose of considering and, if applicable, granting credit. If at any time Community Futures has reason to believe that any of the information contained herein is false or misleading or there is a material change in the applicant(s) and the guarantor(s) circumstances Community Futures will not be obligated to advance any loans that may be approved and/or may demand payment in full of any outstanding loans.

Dated this _____ day of _____, 20 _____

X _____
Witness

X _____
Signature of Applicant

X _____
Witness

X _____
Signature of Applicant

If the applicant(s) and the guarantor(s) are a Corporation:

Legal Name of Corporation: _____

(Corporate Seal)

OPTIONAL SELF-DECLARATION

First Nation: Yes ____ No ____

Treaty Number: _____

Métis Local Number: _____

Persons with a Disability Yes ____ No ____

PLEASE PROVIDE THE FOLLOWING INFORMATION

Solicitor: Name/Address

Phone _____ Fax _____ E-Mail _____

Accountant/Bookkeeper: Name/Address

Phone _____ Fax _____ E-Mail _____

Insurance Agent: Name/Address

Phone _____ Fax _____ E-Mail _____

BUSINESS INFORMATION REQUIRED

IF YOU ARE PLANNING TO START-UP A **NEW** BUSINESS, THE FOLLOWING INFORMATION IS REQUIRED:

1. Loan amount requested and amortization period.
2. A Business Plan: include projected cash flow statements for each of the first 12 months of operating and a start-up Balance Sheet [forms available upon request].
3. Attachments to the Business Plan:
 - Sources and Uses of Financing [include source of owner equity].
 - Detailed start-up costs.
 - Capital expense support documents [legitimate quotes].
 - Resume/work experience.
 - Revenue Canada tax filer for past 2 years.

IF YOU ARE PLANNING TO **INCORPORATE**, THE FOLLOWING INFORMATION IS REQUIRED:

1. Loan amount requested and amortization period.
2. All of the above.
3. List of Shareholders, share structure, Names of Directors and Officers.
4. Lawyer name and contact number.

IF YOU OWN AN **EXISTING BUSINESS** AND ARE PLANNING AN EXPANSION, THE FOLLOWING INFORMATION IS REQUIRED:

1. Loan amount requested and amortization period.
2. Business history:
 - Business name and location, legal structure, name[s] of owner[s].
 - Number of years operating, Type of business, product/service.
 - Operating overview, Competition, Market share.
 - Current state of Industry [stable, decline, growing, changing].
 - Effect of new technologies on business.
 - Monthly sales and operating costs for last 6 months.
 - How have sales changed over the past 2 years [or since inception if less than 2 years] and why?
 - Has the business introduced new products/services/process/technologies since inception? Describe.
 - Net worth of business, current debt structure, owner equity invested.
 - Year-end Financial Statements for last 3 years [or since inception if less than 3 years]. Include income and operating expense.
 - Projections for next 2 years: monthly cashflows.
 - New project description, project rationale, total project cost.
 - Security previously given, security offered.

IF YOU ARE PLANNING TO **PURCHASE AN EXISTING BUSINESS**, THE FOLLOWING INFORMATION IS REQUIRED:

1. Loan amount requested and amortization period.
2. HISTORY:
 - As above [as related to the business being purchased].
3. APPLICANT:
 - Work history and reason for purchase decision.
 - Revenue Canada tax filer for last 2 years.
4. PURCHASE:
 - Sales Agreement or intent to sell.
 - Itemized list of purchase breakdown and FMV.
 - Appraisal or asking price rationale.
 - Environmental issues related to purchase and operations.
5. OPERATIONS:
 - Take-over management, employee continuity, new staff.
 - Plans for change, new products/services/processes planned.
 - Projected monthly cashflows for next 2 years.
 - Detailed start-up costs.
 - Sources and Uses of Financing [include source of owner equity].