



---

**LOAN APPLICATION**

---

**JANUARY 2012**

---

BUSINESS NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_



## THE COMMUNITY FUTURES LENDING PROGRAM

Community Futures organizations provide small businesses with access to capital that might not otherwise be available from other financial institutions.

Community Futures lending practices are directed by the Community Futures Program through **Western Economic Diversification Canada**, at reasonable terms and conditions for business ventures that:

- Can demonstrate viability.
- Will generate and/or maintain local employment in communities within the CF region.
- Will have a positive benefit to the community at large.

Loan applicants must be legally entitled to work in Canada and be residents of the Community Futures region.

The Community Futures office may provide business advisory and technical services to small businesses and potential entrepreneurs in the CF region. These services can include (but are not limited to):

- **Access to business loans.**
  - \* Commercial loans *normally* up to \$150,000
  - \* Disabled entrepreneur loans up to \$150,000
- **Business Services including:**
  - \* Business plan preparation and analysis
  - \* Development of Cash flow and Financial Projections.
  - \* Preparation of Marketing plans and market research.
  - \* General business counseling.
  - \* Access to community profile and industry information and statistics.
  - \* Licensing and regulatory information
  - \* Referral information
- **Entrepreneurial training programs.**
- **Business venture assessment and marketing analysis.**

If you have any questions or need help filling out the following Loan Application, please contact our Business Analyst,

**Katie Dutove, B.Mgt**

for assistance. She can be reached at the following phone numbers and email address.

---

**Office Phone: 780.926.4233**

**Cell Phone: 780.926.6847**

**Fax Number: 780.926.2162**

**Email: [kdutove@cfnwa.ab.ca](mailto:kdutove@cfnwa.ab.ca)**

---

You can also find information and answers to frequently asked questions on our website: **[cfnwa.ab.ca](http://cfnwa.ab.ca)**

Growing communities one idea at a time.

9810-99 Street, PO Box 210, High Level, Alberta T0H 1Z0; P 780.926.4233; F 780.926.2162; E [info@cfnwa.ab.ca](mailto:info@cfnwa.ab.ca)  
For more information and links to download loan application documents, visit our website at [www.cfnwa.ab.ca](http://www.cfnwa.ab.ca).

## BUSINESS INFORMATION

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

FIRST NAME	LAST NAME	% OF SHARES	PHONE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Type of Business (check all that apply):

- |   |  |                                      |  |                                    |
|---|--|--------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Home Based     | <input type="checkbox"/> Start Up      | <input type="checkbox"/> Existing    | <input type="checkbox"/> Full Time     | <input type="checkbox"/> Part Time |
| <input type="checkbox"/> Proprietorship | <input type="checkbox"/> Incorporation | <input type="checkbox"/> Partnership | <input type="checkbox"/> Non Profit    | <input type="checkbox"/> Co-op     |
| <input type="checkbox"/> Retail         | <input type="checkbox"/> Service       | <input type="checkbox"/> Oil & Gas   | <input type="checkbox"/> Manufacturing |                                    |
| <input type="checkbox"/> Forestry       | <input type="checkbox"/> Agriculture   | <input type="checkbox"/> Tourism     | <input type="checkbox"/> Construction  |                                    |

Business has been operating since (if applicable): \_\_\_\_\_ Business fiscal year end is/will be: \_\_\_\_\_

Applicant has made best efforts to access funds from other sources without success. Initials: \_\_\_\_\_

Reason(s) for rejection: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## BUSINESS CONTACT INFORMATION

Business Name (Legal Name): \_\_\_\_\_

Business #: \_\_\_\_\_ WCB #: \_\_\_\_\_ Incorporation #: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_ City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Alternate Contact #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

This Business will **create / maintain** (circle one) how many: \_\_\_\_\_ Full Time Employees \_\_\_\_\_ Part Time Employees

## LOAN INFORMATION

Amount requested from CF: \_\_\_\_\_ Other outstanding CF loan(s) total: \_\_\_\_\_

Source of Funds	Project Funds Used For	Amount	% of Project
Applicant(s) CASH contribution	_____	_____	_____
Other Sources - 1 (please specify)	_____	_____	_____
Other Sources - 2 (please specify)	_____	_____	_____
CF Contribution	_____	_____	_____
<b>Project Total</b>		_____	_____

## PERSONAL INFORMATION OF APPLICANT *(Complete this section for each applicant & spouse as applicable)*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

SIN: \_\_\_\_\_ Driver's License No: \_\_\_\_\_ Birthday (mm/dd/yyyy): \_\_\_\_\_

Do you rent or own your own home?  Rent  Own How long at the above address? \_\_\_\_\_

Are you *(check all that apply)*:  Canadian Citizen  Immigrant/Permanent Resident  On a Disability Subsidy  
 Aboriginal  Disabled  On Employment Insurance

Current Marital Status *(check one)*:

Single  Common Law  Divorced  
 Married  Separated  Dependents *(describe)* \_\_\_\_\_

Do you have: Life Insurance?  Yes  No Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Amount *(if yes)*: \_\_\_\_\_

Lawyer?  Yes  No Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Accountant?  Yes  No Name: \_\_\_\_\_ Phone: \_\_\_\_\_

You were referred to Community Futures by *(check all that apply)*:

Another Lender  An Accountant or Lawyer  Other: \_\_\_\_\_  
 Advertising  Word of Mouth

## SPOUSE/COMMON LAW INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Birthday (mm/dd/yyyy): \_\_\_\_\_ SIN: \_\_\_\_\_ Driver's License No: \_\_\_\_\_

Current/Most Recent Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_ Length of time employed: \_\_\_\_\_

## RELATIVES/LANDLORD CONTACT INFORMATION

Relatives Name	Relationship	Daytime Phone
_____	_____	_____
_____	_____	_____

Landlord's Name	Daytime Phone
_____	_____

## APPLICANT REFERENCES *(Complete this section for each applicant & spouse as applicable)*

Please provide two personal and two business references not related or involved in the project.

Name	Relationship	Daytime Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## EMPLOYMENT & EDUCATION HISTORY *(Complete this section for each applicant & spouse as applicable)*

### EMPLOYMENT

Current/Most Recent Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_ Length of time employed: \_\_\_\_\_

If less than two years at current Employer, please add below:

Previous Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_ Length of time employed: \_\_\_\_\_

### EDUCATION *(Please check all that apply):*

- some Secondary                       some Post-Secondary                       Post-Secondary & Degree  
 completed Secondary                       Post-Secondary & Diploma                       Other (describe below):

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## STATEMENT OF INCOME & EXPENDITURES *(Complete this section for each applicant & spouse as applicable)*

MONTHLY INCOME		MONTHLY EXPENSES	
Your monthly household income (after taxes) from employment	\$	Mortgage/Rent Pymt (incl. insurance & property taxes)	\$
		Grocery Expenses	\$
Other income sources to the household including:		Utilities (phone, heat, satellite, ect)	\$
Rental Income <input type="checkbox"/>	\$	Transportation (gas, insurance, ect)	\$
Child Support <input type="checkbox"/>	\$	Insurance (life, disability, critical illness, ect)	\$
Alimony <input type="checkbox"/>	\$	Education & Child Care Expenses	\$
Other (specify): _____ <input type="checkbox"/>	\$	Entertainment / Hobbies	\$
		Debt Pymt (bank loans, credit cards, family loans, ect)	\$
		Other	\$
<b>Total Monthly Income from ALL sources:</b>	<b>\$</b>	<b>Total Monthly Expenses</b>	<b>\$</b>
<b>ESTIMATED SAVINGS / MONTH (Total Income less Total Expenses)</b>			<b>\$</b>

**STATEMENT OF NET WORTH—ASSETS** *(Complete this section for each shareholder, spouse & corporation)*

CASH ASSETS	BANK	BRANCH	AMOUNT
Cash			
Cash			
Cash			
RRSP			
Stocks / Bonds			

REAL ESTATE	PUR. YR	LOT / BLOCK / PLAN	OWNERS ON TITLE	PRICE PAID	PRES. VALUE

VEHICLES	YEAR	MAKE / MODEL / SERIAL #	OWNERS ON TITLE	PRICE PAID	PRES. VALUE

OTHER ASSETS	YEAR	MAKE / MODEL / SERIAL #	OWNERS ON TITLE	PRICE PAID	PRES. VALUE
Machinery					
Equipment					

**TOTAL VALUE OF ASSETS**





---

**Types of Financing Available:**

- Term loans of up to \$150,000 per venture to viable business ventures
- Term loans up to \$150,000 per venture to assist disabled entrepreneurs

**Rate of Interest — 10%\*** (as of August 2011)

*\*Please Note: Interest rate is subject to change.*

**Loan Term — 6 months to 5 years**

---

**Consulting Fee**

The first six hours of consultation are free. A charge of \$65 per hour is applied thereafter. This fee includes research, information and/or technical services, and any other assistance provided by CF staff.

**Analysis Fee**

This fee applies to all funding applicants, and should accompany a business plan. It must be presented in a cashable form such as a money order, or certified cheque. It is applied to some of the preliminary costs in reviewing a loan application such as credit bureau inquiries and PPSA searches, and any other additional searches that may be required.

The analysis fee is calculated as follows:

LOAN AMOUNT	FEE
\$1,000 to \$20,000	\$100
\$20,001 to \$150,000	0.5% of loan amount

**RECOGNITION OF DISBURSEMENT COSTS**

If your loan application is approved, there are a number of credit searches that must be conducted prior to the disbursement of a loan. Although a loan may be approved it will only be disbursed if the results of all the required searches are deemed acceptable to CFNWA staff and if all pre-disbursement conditions are met.

**Disbursement fees:** a fee is applied to all disbursements and will be incurred following application approval. It is calculated as 0.5% of the loan amount to a minimum of \$50. It is used to pay for the following searches and registrations as applicable:

- Corporate Registry
- Court of Queen's Bench Bankruptcy & Action Searches
- Personal Property Security Registry (Searches and Registrations)
- Bank of Canada
- Land Titles (Searches & Registrations)
- WCB Search
- Municipal Tax Search

There is also a fee of \$100 per guarantee additional to client, spouse and business, and \$500 per collateral mortgage. A service charge of \$350 will be applied to the Borrowers loan if it incorporates. An additional service charge of \$150 will be applied if a mortgage or collateral mortgage needs to be amended. These fees will be added to the loan balance prior to loan disbursement and can be paid up front or over the term of the loan. Payments will be applied firstly to charges, next to interest, and lastly to principal.

**I have read and understood the disbursement costs as outlined above, and agree to pay all fees upon approval of this loan application.**       Yes     No    \_\_\_\_\_ Please Initial

**DECLARATIONS** *(Complete this section for each applicant & spouse as applicable)*

Have any of the applicants ever had an asset repossessed?  Yes  No

Have any of the applicants ever declared for bankruptcy?  
(If yes, please list date discharged) \_\_\_\_\_  Yes  No

Are any of the applicants 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 applicants owe any taxes prior to the current year?  Yes  No

Are you related to any Director or Employee of this Community Futures Office?  Yes  No

The statements made herein are for the express purpose of obtaining financing from *Community Futures* 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* before consideration can be given to this application.

The applicant agrees to reimburse *Community Futures* 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* 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.*

\_\_\_\_\_  
Applicant's Signature                      Applicant's Name *(Please Print)*                      Date

\_\_\_\_\_  
Applicant's Signature                      Applicant's Name *(Please Print)*                      Date