

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 lscott@EC-businessresourcecentre.ca with a copy to help@EC-businessresourcecentre.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: _____

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 or 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: _____ Telephone: _____

Name: _____ Telephone: _____

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	\$ _____	<i>(matches Loan Request Amount of front page)</i>
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
Business Assets on hand:			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

Business Assets to be purchased with funding:

_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

Details of Existing Business Loans

Institution	Loan Balance	Security Pledged

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

3.4 LOAN SECURITY OFFERED *(Cont'd)*

3.4.2 Personal Assets

Assets	Market Value	Amount Owning	Collateral for CFDC
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

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) _____ City: _____ Postal Code: _____

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 (<i>Specify</i>)	\$	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	Branch	Amount \$	Lines of Credit or Other Loans	Secured By	Amount Owing \$
				Approved Amount \$		
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	<i>Describe- List attachment if necessary</i>			Taxes Payable		Amount Owing \$
				Credit Cards (or attach a list)		Amount Owing \$
				Credit Cards –Spouse (Or attach a list)		
TOTAL ASSETS			\$	TOTAL LIABILITIES		\$

Additional clarification as needed:



ESSEX
Community Futures Development Corporation
Société d'aide au développement des collectivités

o/a The Business Resource Centre of Essex County

EXCHANGE OF INFORMATION

I authorize Essex Community Futures Development 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.

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____