

When preparing a loan application for Community Futures Development Corporation financing, please check that all necessary information is included.

## ACCOMPANYING INFORMATION & DOCUMENTS

### **ALL APPLICANTS MUST PROVIDE:**

Completed and signed loan application form including a cheque for non-refundable application fee (\$150 General Loan & \$100 Microloan).

Completed and signed Personal Financial Statement for ALL Owners, Partners, Shareholders and their spouses on CFDC form. If assets are owned jointly, the joint owner's signature is also required.

Business Plan including an Executive Summary.

Personal Resume of all principals and key managers of the business.

Cash Flow Projections for 3 years to demonstrate debt servicing capacity.

The most recent 3 years' financial statements, as at business year end for business prepared by external accountant, including income statement, balance sheet and accompanying notes, if applicable or personal tax return for sole proprietor.

If year-end is more than 3 months past, most recent in-house interim financial statement, including balance sheet and income statement.

Aged listing of accounts receivable and accounts payable as at most recent business year end and as at most recent month end.

Detailed project costs for which financing is being requested, such as cost of equipment being purchased including installation, property purchase and related closing costs, property renovation costs, additional inventory to be acquired or other uses of working capital. Copies of applicable quotes, Purchase and Sale Agreements will be required.

Details of existing financing for business in place, as well as new financing being arranged with lenders besides CFDC.

Statement of Account of latest Canada Revenue Agency Source Deduction form (RP).

Statement of Account of latest Canada Revenue Agency HST form (RT).

Copy of lease for leased premises, or Offer to Lease where applicable.

Photo ID and proof of Canadian Citizenship i.e.: Driver's Licence / Passport.

Latest appraisal / MPAC statement of pledged Real Estate security (only if using).

**If a SOLE PROPRIETOR/PARTNERSHIP, please include:**

Previous 2 years of Personal tax returns along with Revenue Canada Notice of Assessment.

Master Business License.

Copy of Partnership Agreement (if a partnership).

**If INCORPORATED, please include:**

T2 (Tax Return) for corporation along with Revenue Canada Notice of Assessment.

Master Business Licence (if applicable).

Copy of Articles of Incorporation, By-Laws and Director's & Shareholder's Register for the Incorporated company.

**Additional Information May Be Requested**

We will be happy to review your application and supporting documents to determine eligibility and completeness, prior to accepting your application fee.

**Loan Application Fees are non-refundable.**

**Loan Application Fees**

Term Loans up to \$30,000  
\$100.<sup>00</sup>

Term Loans above \$30,000  
\$150.<sup>00</sup>

**Please make cheques payable to CFDC of Middlesex County.**

**IF LOAN REQUEST IS APPROVED:**

Must provide CFDC with VOID **BUSINESS** CHEQUE.

1% Administrative Fee due - funds taken upon disbursement of loan (Administrative Fee less application fee paid at time of loan application).

Client decision of Disability Insurance.

Business asset list.