



[contact@cflb.com](mailto:contact@cflb.com)  
[www.cflb.com](http://www.cflb.com)

## **Loan Application (New Clients)**

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Applicant(s) Name: \_\_\_\_\_

### **Interest Rate Charges – Loans**

❖ Base Rate\* 3%

#### **Loan Financing Fees (Paid up front)**

- Loan Application Fee for loans up to \$150,000 (non-refundable) \$125.00 plus
  - Loan Negotiation Fee \$550.00

#### **Renewal/Annual Fees**

- Line of Credit Annual Fees \$250.00
  - Term Loan Renewal Fee \$250.00

\*Each year an annual review will be conducted on your loan, up to date financial statements and income tax returns, insurance, collateral and loan documents are required. We will contact your business for a visit and for an update on your business activities.

#### **Additional Fees**

- NSF Fees \$35.00
  - All Lawyer Fees incurred by applicant

**LOAN APPLICATION**

1. Name of Applicant (s): \_\_\_\_\_

Business Name: \_\_\_\_\_

Telephone/Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

3. Residential Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

4. Purpose of Loan (written description of business experience and need for new loan):

5. (a) Nature of Business (e.g. Manufacturing, retail, wholesale) \_\_\_\_\_

(b) List of services or products business will be providing \_\_\_\_\_

\_\_\_\_\_

6. Legal Status of Business:

Sole Proprietor \_\_\_ Limited Company \_\_\_ Partnership \_\_\_ Co-operative \_\_\_

7. If a Limited Company:

Registered or to be registered in the Province of \_\_\_\_\_

8. Did the Bank Decline Your Request: (Circle one or email in response) **Yes / No**

9. **Amount of Loan requested** \$ \_\_\_\_\_

Forecasted Monthly Payments \$ \_\_\_\_\_

Repayable over \_\_\_\_\_ Years / Months

**10. Estimated Program Costs**

Land and Building	\$ _____
Machinery/Equipment	\$ _____
Furniture/Fixtures	\$ _____
Vehicle	\$ _____
Working Capital	\$ _____
Refinance existing debt	\$ _____
Other ( <i>specify</i> ) _____	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**(b) Method of Financing Program**

Owner's Contribution	\$ _____
CF Loan Requested	\$ _____
Bank Loans	\$ _____
Other Loans	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

11. Collateral/Security offered for this loan (include year, make/model, serial numbers)

12. Name of Clients Bank(s) \_\_\_\_\_

**The Applicant(s):**

- Agrees to provide necessary information that Community Futures Lac La Biche requires to facilitate consideration of this application for financial assistance.
- Authorizes Community Futures Lac La Biche to disclose the details of this application and the affairs of his/her business to such persons, firms, and banks as may be necessary to facilitate consideration of the application for financial assistance.
- Certifies that the statements and information made herein, and those attached which form part of this application, are true and correct.
- Understands that any false or misleading information given in this application or any accompanying materials may result in rejection of this application; or, it later determined, may result in immediate demand for repayment of the loan in full, together with interest accrued thereon.

- Is responsible for all costs incurred in the process of completing the loan.
- Authorize Community Futures Lac La Biche the option to make a public announcement, at my/our cost, relating to their involvement in this project, if loan is approved.
- To obtain funds your Head Office must be located in the Lac La Biche county region. Should the business move from the area during the course of the loan, the loan would become due and payable in full on the date of relocation.

1. The Applicant(s) declares that:

- (a) Neither she/he nor any partner(s), shareholder(s) or officer(s) is the father, mother, stepmother, stepfather, foster parent, brother, sister, stepbrother, stepsister, spouse, common-law spouse, child, child of a common-law spouse, stepchild, ward, father-in-law, mother-in-law, nor in any way, related to an employer or a member of the Board of Directors of Community Futures Lac La Biche.
  - (b) There is no litigation in course or threatened, not any proceedings before any court, tribunal, government board or agency now in course or threatened, and that there is no unexecuted judgment rendered against the Applicant(s), except:
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2. The Applicant(s) understands/agrees that:

- (a) The terms and conditions of any financing which may be authorized will be set forth in a letter of offer, for agreement and acceptance by the Applicant(s).
- (b) The interest on any financing authorized will be no less than the prevailing rate of conventional commercial lenders.
- (c) Community Futures Lac La Biche shall have the right to make any enquires of such persons, firms or corporations as it deems necessary until all amount owed by the Applicant(s) are fully paid.

3. The Statements made herein are for the express purpose of obtaining financing from Community Futures Lac La Biche and are to the best of my/our knowledge and belief true and correct. The Applicant(s) understands that additional information, if required in support of this application, must be supplied to Community Futures Lac La Biche before consideration can be given to this application.

4. We may disclose your personal information:

- To a person who we are satisfied is requesting information on your behalf
- To other business units in Community Futures to help serve you better
- To our Legal Counsel
- To a credit reporting agency
- When permitted or required by law
- To a public authority if, in our reasonable judgment, there appears to be an imminent danger which could be avoided by disclosing the information.

The gathering and disclosing of all information shall be governed by the provisions of the *Personal Information Protection Act*.

**I hereby authorize** Banks, Credit Agencies, and all Credit Bureaus to disclose all information concerning our affairs to Community Futures Lac La Biche is likewise authorized to divulge information concerning our private affairs in response to normal credit inquiries from trade and other creditors. Community Futures Lac La Biche is authorized to release any or all information concerning this loan to any party or parties they deem fit, which may include a general news release to the public or otherwise.

All the information provided to Community Futures Lac La Biche in this Loan Application is true and current. I agree to and acknowledge all of the above terms. I have also read the above Information Collection Notice and

give me consent for Community Futures to collect and disclose my personal information in the matter stated above.

I hereby confirm that I have completed the **application in full** and provided all necessary information as specified in the **CFLLB Loan Application Checklist**. I am cognizant that the failure to furnish the required documentation may lead to a delay or potential rejection of my application.

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name – Applicant 1

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name – Applicant 2

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name – Applicant 3

At times Community Futures Lac La Biche will promote businesses in marketing and educational efforts. If you do not consent to Community Futures Lac La Biche referring your business in these efforts, please check the box below.

I do not permit Community Futures Lac La Biche to use my client information in marketing efforts and promotion material.

**STATEMENT OF PERSONAL FINANCIAL AFFAIRS**  
**(APPLICANT \_\_\_ REPRINT PAGE FOR ADDITIONAL APPLICANTS)**

Surname:	First Name:	Middle Name:	Social Insurance Number:	
Telephone: (H)	(W)	(C)	Date of Birth	Driver's License
Present Address:	City:	Province:	Postal Code:	How Long:
Previous Address <i>(if less than 3 years at present address)</i>	City:	Province:	Postal Code	How Long:

**PERSONAL FINANCIAL STATEMENT**

ASSETS:	\$	BANK/HOLDER	LOCATION		
Cash – Account #					
Cash – Account #					
Cash – Account #					
Life Insurance (cash value)					
Real Estate (present value)					
Automobile: Make:                      Yr.:					
Automobile: Make:                      Yr.:					
Stocks, Bonds, Etc. (cash value)					
Household/Personal Effects					
Other:					
<b>TOTAL ASSETS (A)</b>					
LIABILITIES	TERM/ MATURITY	MONTHLY PYMT	BALANCE (\$)	BANK/ HOLDER	LOCATION
Overdraft					
Mortgages					
Bank Loan					
Bank Loan					
Credit Card					
Credit Card					
Other:					
<b>TOTAL LIABILITIES (B)</b>					
<b>NET WORTH (A) – (B) =</b>					

I hereby certify that the information provided is correct and permission is hereby granted for the designated lending institution to conduct a credit investigation.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

## **CFLLB Loan Application Checklist**

### **Loan Application(s)**

For each applicant/guarantor/shareholder listed:

- Copies of Government issued picture id (front and back)
- Proof of employment (Current Paystub)
- Proof of income (T4 slip or letter from employer)
- Latest Personal Income Tax Return or Notice of Assessment
- Proof of all personal assets listed (bank statements, vehicle registrations, etc.)
- Verification of all personal debts (loan/mortgage statements, credit card bills, etc.)

### **Business Plan (All New Businesses, Community Futures to provide Template and Advisory support as may be needed)**

- Completed Business Plan or Strategic Plan
- Completed Cash-Flow Projection (12 Month Projection, Template to be provided as needed)
- Verification of Personal Investment (Bank Statement, Line of Credit etc.)
- Comprehensive list of assets to be used as collateral with proof of ownership (vehicle registration, bill of sale, include any outstanding vehicle financing)

### **Required as Applicable:**

- Signed offers to purchase (Proof the vendor is going to sell to you at an agreed upon price)
- Business or Business Assets (include serial numbers)
- Equipment, Vehicles
  - Bill of Sale
  - Pictures of Equipment/Vehicles including Odometer
  - Commercial Equipment/Vehicles Include Recent CIR (Compliance Inspection Report)
- Land/Building
  - Assessment Report and or Appraisal Report
  - Mortgage and or Land Title Showing You or Your Company Listed as Owner
- Renovations or Leasehold Improvements or Construction
- Lease agreement (if renting a business space)

### **Existing Business Also Require:**

- Financial Statements for the past 2-3 years

Copy of all Canada Revenue Agency account balances

- RC corporate income tax
- RP payroll remittances account
- RT GST account
- Aged list of Accounts Receivable and Accounts Payable
- GST/Business Number

### **Incorporated Companies Also Require:**

- Incorporation documents
- List of shareholders and percentage of shares owned