



Micro Loan Application

Date: _____

Business Name: _____

Applicant(s) Name: _____

For Loans between \$2,500 and \$25,000

Interest Rate – Prime + 2%

Loan Financing Fees

- Application Fees - \$100.00 (**Paid up front**)
- Renewal Fees - \$250.00

Additional Fees

- NSF Fees - \$35.00
- All Legal Fees as incurred by applicant

Community Futures Lac La Biche
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Ph: 780-623-2662 | Email: contact@cfllb.com |

LOAN APPLICATION

PERSONAL	Name			Date of Birth		
	Address					Own Rent Other
	Town					
	Postal Code					
	Home Phone Number			Cell Phone		
	Email					
	SIN:					
Have you ever Declared Bankruptcy?		Any Judgements or Writs against you?		Any legal proceedings against you now or pending?		
Yes	No	Yes	No	Yes	No	
BUSINESS	Legal Business Name					
	Other Names used by Business					
	Physical Mailing Address					Own Lease Other
	Town					
	Postal Code					
	Business Phone Number			Business Email		
	CRA Number			Percent Owned		
	Type of Business <input type="radio"/> Sole Proprietorship <input type="radio"/> Partnership <input type="radio"/> Incorporated			Date Established Current Owner Since		
Describe your business and give a brief history						
OWNERS	Full Name		Age	Position	Ownership %	
COLLATERAL	Collateral/Security offered in this loan					
	Make and Model			Year	Serial#	
	What other lenders have been approached for Financing					
	Bank			Credit requested		
	I certify that I have approached and been declined financing from the above listed financial institution and the information is true and accurate. _____ Initial					

STANDARD LOAN REQUIREMENTS

These requirements are to be used as a guideline only, as the requirements for each loan vary considerably.

1. The Client shall be responsible for all legal fees – CFLLB’s and clients. This includes all fees, disbursements and GST incurred by legal counsel acting for CFLLB, whether the applicant obtains the loan, cancels the loan, or is refused the loan. The Client may be required to have an independent lawyer review document.
2. CFLLB requires a PROMISSORY NOTE, GENERAL SECURITY AGREEMENT, COLLATERAL AGREEMENT, PERSONAL GUARANTEE and PAYMENT AUTHORIZATION from each Client.
3. Joint signature and several liability for all interested parties.
4. Monthly loan payments will be made by direct deposit from the Client’s bank.
5. All other requirements as specified by legal counsel.
6. A non-refundable loan application fee of one hundred (\$100.00) dollars for loans between \$2,500 and \$25,000.

GUIDELINES

1. At no time is Community Futures Lac La Biche (CFLLB) committed to advancement of all or any portion of the funds requested by the applicant.
2. CFLLB Executive Director will review loan applications. All micro loans are initially approved or refused by the CFLLB Executive Director.
3. Once an application has been reviewed by the Executive Director, Staff shall notify the applicant in writing via mail, fax, or email.
4. CFLLB may cancel all or any portion of any commitment to advance funds at any time with or without cause and without notice.
5. Funds will not be advanced until CFLLB deems appropriate in the circumstances.
6. CFLLB may in their sole discretion consider the loan approval cancelled if funds are not drawn down within 60 days after the approval is given by the Executive Director

RECONSIDERATION of an APPLICATION

1. Should the application be successful, the written notice shall advise that approval is conditional to Legal Counsel review and acceptance.
2. Should the applicant not be successful, an applicant wishing the reconsideration on an application shall submit a written request to the Board.
3. At either a Regular or Special meeting, the full Board shall invite the applicant to make their appeal in person. The length of time allocated to the appeal shall be at the discretion of the Chair.

INFORMATION COLLECTION NOTICE

When you first become a client of Community Futures Lac La Biche, or when you apply to become a client, we will collect the information as requested on page 1 of this application and use it to:

- Confirm your identity
- Check your credit history
- Open an account with us
- Provide ongoing services
- Enforce on our security if necessary

We may disclose your personal information:

- To a person who we are satisfied is requesting the information on your behalf
- To CFLLB’s funding partner

- To CFLLB’s 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 disclosure of all information shall be governed by the provisions of the *Freedom of Information and Protection of Privacy Act*.

I hereby authorize Banks, Credit Agencies, and all Credit Bureaus to disclose all information concerning our affairs to Community Futures Lac La Biche, and CFLLB is likewise authorized to divulge information concerning our financial affairs in response to normal credit inquiries from trade and other creditors. CFLLB 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 the above terms. I have also read the above Information Collection Notice and give my consent for Community Futures Lac La Biche to collect and disclose my personal information in the matter stated above

Printed Name	Signature	Date
Printed Name	Signature	Date

CLIENT PRIVACY POLICY

Community Futures Lac La Biche is committed to protecting your privacy and the confidentiality of your personal information. Our commitment to respecting and protecting the privacy and confidentiality of your personal information is addressed in this Client Privacy Policy. Community Futures Lac La Biche Client Privacy Policy and any applicable government privacy legislation are applied to protect the collection, use and disclosure of your personal information.

We collect personal information about you in order to provide you with the programs and services you request. The personal information we collect about you depends on the nature of your relationship with us. Examples of the types of personal information we may collect include your name and contact information (such as your address and phone number) date of birth, social insurance number, information about your dependents, life insurance, credit and financial history, employment history, references and previous programs or services you have obtained from us or our affiliates.

We need certain personal information in order to conduct business and provide services to you:

- To process your request for a program or service offered by us
- To determine the suitability (eligibility) of programs and services for you
- To process your application for a loan
- To investigate your credit and financial history
- To monitor, service, process, maintain and collect on your loan.

We endeavor to maintain adequate physical and procedural security with respect to our offices, employees, and information storage facilities so as to prevent unauthorized access, use or disclosure of your personal information.

Our employees are responsible for maintaining the confidentiality of personal information to which they have access. As a condition of employment, our employees are required to sign an Oath of Confidentiality binding them to this responsibility, which governs their actions, even after we no longer employ them. Our Board of Directors also sign an Oath of Confidentiality.

We only keep your personal information for as long as we need it in order to meet the purpose for which it was collected. The length of time varies, depending on the nature of your relationship with us, the type of program or service and any regulatory or legal requirements we may be required to meet. We have policies in place that govern the destruction of the personal information we hold.

We take our responsibility to respect and protect your personal information seriously.

Printed Name	Signature	Date
Printed Name	Signature	Date

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

I do not permit CFLLB to use my client information in marketing efforts and promotion material for CFLLB.

BUSINESS PLANNING CANVAS

WHAT + HOW + WHO	WHAT do you do?	
	HOW do you do it?	
	WHO do you serve?	
WHY	DEFINE Customer Problem	
	DEFINE Solution Provided	
SWOT ANALYSIS	INTERNAL FACTORS	
	STRENGTH (+)	WEAKNESS (-)
	EXTERNAL FACTORS	
	OPPORTUNITY (+)	THREAT (-)
COMPETITION	STRENGTHS & WEAKNESS	
	COMPETITIVE ADVANTAGE Your edge over the competition	
\$\$\$	INCOME SOURCE	
	EXPENSES	
RESOURCES	WHAT	
	WHO	
TO-DO	SUCCESS MILESTONE 1	
	SUCCESS MILESTONE 2	

STATEMENT OF PERSONAL NETWORK

PERSONAL	Name				Date of Birth	
	Current Employer				Position	
	Length of time Employed			Salary \$		
	Source of Other Income			Other Income \$		
	Life Insurance (face value)			Beneficiary		
REAL ESTATE	Legal Address	Year Purchased	Price Paid	Mortgage Outstanding	Estimated Current Value	
ASSETS		Value	LIABILITIES		Monthly Payments	Total Owing
	Real Estate 1			Bank Loans		
	Real Estate 2			Mortgages		
	Real Estate 3			Financing		
	Cash on Hand			Taxes Owed		
	Deposits			Accounts Payable		
	Life insurance					
	Auto Equipment					
	Totals	\$		Totals	\$	\$
NETWORTH \$						

I certify that the information on this statement covering my income, assets and liabilities is a true statement of my affairs as at this date, and acknowledge that CFLLB is granting advances, relies on the accuracy of this information provided.

Printed Name

Signature

Date

*Attach two years of financial statements from business and/or personal tax returns with Notice of Assessment

CFLB 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 statement 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.)

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)
- 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