



VALLEY HEARTLAND

Community Futures Development Corporation

Serving Lanark & North Leeds

Business Loan Application

Community Futures Development Corporation (CFDC) is committed to protecting your privacy and the confidentiality of your personal information. Our privacy commitment is addressed in our privacy policies. The CFDC's privacy policies and procedures have been developed to comply with Canada's Personal Information Protection and Electronic Documents Act ("PIPEDA").

The information contained in this document is strictly confidential and may be exempt from disclosure under federal laws. If you are not the intended recipient or the person responsible for having this document in your possession, you are hereby notified that the wrongful use or distribution of the information is strictly prohibited. If you have received this document in error, please contact the CFDC immediately and return the item to us.

Valley Heartland Community Futures Development Corporation

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www.valleycfdc.com

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

LOAN APPLICATION CHECKLIST

New Business	Existing Business	
<input type="checkbox"/>	<input type="checkbox"/>	Loan Application Form
<input type="checkbox"/>	<input type="checkbox"/>	Statement of Personal Assets & Liabilities for each owner/partner/guarantor
<input type="checkbox"/>	<input type="checkbox"/>	Business Plan
<input type="checkbox"/>	<input type="checkbox"/>	Cash Flow Forecast- sales and expenses by month for two years
<input type="checkbox"/>	<input type="checkbox"/>	Business License or Articles of Incorporation
<input type="checkbox"/>	<input type="checkbox"/>	Partnership Agreement (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Photo Identification ie: Driver's Licence / Passport
<input type="checkbox"/>	<input type="checkbox"/>	Resume of Owner(s)
<input type="checkbox"/>	<input type="checkbox"/>	Details of Lease Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Offer to Purchase Agreement (conditional on financing)
<input type="checkbox"/>	<input type="checkbox"/>	Letter of Decline from a Bank or Credit Union
<input type="checkbox"/>	<input type="checkbox"/>	Loan Application Fee
	<input type="checkbox"/>	Statement of Account of latest Canada Revenue Agency Source Deduction form (RP)
	<input type="checkbox"/>	Statement of Account of latest Canada Revenue Agency HST Form (RT)
	<input type="checkbox"/>	Revenue Canada Notice of Assessment (T2) for Corporations
	<input type="checkbox"/>	List of Major Equipment and Inventory Owned
	<input type="checkbox"/>	Current Internal Financial Statements
	<input type="checkbox"/>	Financial Statements of Previous Year End(s) and/or personal tax return for Sole Proprietor
	<input type="checkbox"/>	Details of security and business / bank debt obligations pledged to lenders ie: Line of Credit, Equipment Loans
	<input type="checkbox"/>	Latest appraisal of pledged Real Estate security
	<input type="checkbox"/>	Void Cheque from Business Account

• *Additional Information may be requested*

Business Information

Corporation #: Legal Name:

Business Name:

Operating As

Name(s) of Owner(s)	Gender (Optional)	Francophone (Optional)	Aboriginal (Optional)	% Ownership
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Business Address:

City: Province: Postal Code:

Telephone 1: Fax:

Telephone 2: Municipality:

Email: Website:

Website URL: Provide links to active social media accounts, including, but not limited to: Facebook, Twitter, LinkedIn, Pinterest, Instagram

Mailing Address:
If different from above

City: Province: Postal Code:

Business Established (M/Y): New Business

Fiscal Year End Date (M/Y):

Current Ownership Since (M/Y):

Canada Revenue Agency Business Number:

*attach proof of CRA Business Number

Business Sector:

- | | | | | |
|---|--|---|---|---|
| <input type="checkbox"/> Retail | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Wholesale | <input type="checkbox"/> Service | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Not for Profit | <input type="checkbox"/> Health Services | <input type="checkbox"/> Skilled Trades | <input type="checkbox"/> Tourism | <input type="checkbox"/> Professional Service |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Construction | <input type="checkbox"/> Agriculture | <input type="checkbox"/> Business Service | |
| <input type="checkbox"/> Farming/Forestry/Fishery | <input type="checkbox"/> Other: | <input type="text"/> | | |

Type of Business: Attach business registration/articles of incorporation/partnership agreement

Sole Proprietor
 Partnership
 Corporation
 Other

Type of Loan:

Start-up
 Expansion
 Maintenance

Purpose of Loan:

PROJECT COSTS	(\$)	EXPECTED FINANCING	(\$)
Land/Building		Investment from Owner	
Leasehold Improvements		CFDC Loan	
Equipment		Other Financing (Specify)	
Vehicles			
Working Capital			
Inventory			
Other (Specify)			
Total Costs		Total Financing	

Loan Security (Collateral)

List the collateral you propose to offer toward the loan. If applicable, indicate fair market value of the assets. Examples of security include business assets (including machinery and equipment), personal assets and property.

Description	Current Value \$	Amount Owed \$	Equity \$
Land/Buildings			
Equipment & Tools			
Vehicles			
Personal Assets			
Other			

Economic Benefits

Please provide projections of jobs that will be created and maintained in Ontario as a result of CFDC Financing.

Current number of employees including yourself:

Jobs reported should be Full Time Equivalent (FTE).

- 35-40 hours/week = 1 FTE
- 20-34 hours/week = 0.5 FTE
- Less than 20 or seasonal = 0.25 FTE

Estimated FTE as a result of the CFDC loan

	Year 1	Year 2	Year 3
FTE Created			
FTE Maintained			
Total Job Impact			

Will there be additional jobs created throughout your value chain? How many and what type?

Regulations

Identify government regulations and licenses required for your business:

Have you met these requirements? Yes No

Environment

Is the Applicant, and if applicable, the Guarantor(s) engaged in operations and processes that require:

- | | | |
|---|---------------------------------|--------------------------------|
| a) Disposal and/or treatment (either onsite or offsite) of industrial wastes or by-products that could contaminate the soil or groundwater (e.g. hydrocarbon/water mixtures and emulsions, solid, liquid or gaseous chemical products, organic solvents or wastes, organic wood-preserving chemicals, infectious waste, radioactive waste, PCBs, etc.)? | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
| b) Discharge of wastewater that contains such wastes or by-products into water bodies or into a sewerage system? | <input type="checkbox"/> | <input type="checkbox"/> |

If yes, to either one of the above, please provide details on the nature of activities and the address of the site(s) on which they are undertaken:

Professional Service Providers

Accountant: Telephone:

Lawyer: Telephone:

Insurance Provider: Telephone:

Applicant Verification

The Applicant attests that conventional financing was unavailable for the purpose of this application and the applicant has been unable to obtain such assistance. Yes No

Financial Institution(s) approached for financing:

The Applicant will notify the CFDC immediately of any application pending and under consideration by another lender, or if negotiations are entered into, or an offer of financing is received during the period of the CFDC's consideration of this application.

Application Fees

All applications are subject to a non-refundable application fee of \$100. Additional fees will be outlined in the Offer of Finance agreement.

How did you hear about CFDC financing?

Website Advertisement Referral Word of Mouth Bank:

Signage Social Media Networking

Other (specify):

Disclosure and Release Statement

THE APPLICANT UNDERSTANDS AND AGREES THAT:

- a) The applicant is responsible for payment of all charges relative to the preparation, execution and registration of documents that may be required by the CFDC or its solicitors;
- b) 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;
- c) The statements made herein are for the express purpose of obtaining financing from the CFDC and are, to the best of the Applicant's knowledge and belief, true and correct. The Applicant understands that additional information in support of this application must be supplied to the CFDC, if requested, before adequate consideration can be given to this application. The Applicant realizes that any present or future indebtedness of the Applicant, or the Applicant's business, to the CFDC may become due and payable if any information provided by the Applicant to the CFDC proves to be inaccurate or incomplete;
- d) In applying for this financing and, in the event that the CFDC approves such application, the Applicant's personal and confidential business information will be requested from the Applicant and/or collected from third parties that have information about the Applicant's business and personal financial status for the purposes of determining the Applicant's eligibility for financing and reporting to the Federal Economic Development Agency for Southern Ontario (FedDev Ontario).

DISCLOSURE, RELEASE, AND WAIVER OF LIABILITY

- a) The Applicant acknowledges that he or she approached the CFDC to obtain information about business and has, or is preparing a business plan.
- b) The Applicant acknowledges that he or she is solely responsible for the success or failure of his/her business, and that any information which is provided to the Applicant by representatives of the CFDC is for the Applicant's understanding only. It is the Applicant's responsibility to verify the accuracy of such information or to seek additional information concerning any aspects of the Applicant's proposed business.
- c) The Applicant further agrees to hold the CFDC, its employees, volunteers, representatives, and agents harmless and hereby releases and discharges the CFDC from any actions, damages, claims or demands which may arise, directly or indirectly, as a result of any act or omission by the CFDC in providing information to the Applicant, and to indemnify the CFDC from any such actions, damages, claims or demands which might be suffered by the Applicant's business or any guarantor in connection with any such information, the Applicant's participation in any and all of the CFDC's services, or non-compliance with Federal and Provincial laws and regulations.
- d) The Applicant acknowledges that he or she is solely responsible for the hiring, employment, dismissal and all related matters with respect to persons employed as well as contractual arrangements with individuals or firms.
- e) The Applicant acknowledges that he or she is responsible for payment of all legal fees, property appraisals, and other costs or expenses incurred in connection with this application and, in the event that the CFDC approves funding, the completion of the transaction.

Environment Declaration

The Applicant and, if applicable, the Guarantor(s):

- a) Are operating their business in conformity with all environmental legislation;
- b) Confirm that their assets, including real estate, comply with all environmental legislation;
- c) Have not used their assets in violation of environmental laws and no proceedings are underway, nor have any notice(s) been received concerning any alleged violation(s) of environmental laws;
- d) Have not given a waiver concerning any compliance and/or violation of environmental laws to the prior owners of their assets;
- e) Warrants that any environmental issues or concerns as known to the Applicant and/or the Guarantor(s) have been disclosed to the CFDC, and that activities, as required, are in compliance with all applicable legislation, including the Canadian Environmental Assessment Act and the Canadian Environmental Protection Act.

Collection, Use, and Disclosure of Personal and Business Information

- a) The Applicant acknowledges that, as the operation of the CFDC is financially supported by the Government of Canada, representatives of the Federal Economic Development Agency for Southern Ontario (Fed Dev Ontario) are permitted access to the files of the CFDC for monitoring and evaluation purposes and that the Applicant may be contacted by representatives of Fed Dev Ontario, such information as is acquired by the Ministry will be treated as confidential.
- b) The Applicant acknowledges that, any recipient of the CFDC's services shall assist in completing any evaluation of the outcomes and impacts (current or in the future) that result from obtaining services from the CFDC. A representative of the Federal Economic Development Agency for Southern Ontario, or a consultant obtained on their behalf, may contact you or your business to gather pertinent information to provide an evaluation of the impact of the CFDC's services and to request your cooperation to ensure a successful outcome. The Applicant is assured that all information will remain confidential.
- c) The Applicant acknowledges that this application and other personal information may be retained by the CFDC whether or not any transaction is ultimately completed.
- d) The Applicant acknowledges receipt of the CFDC's Privacy Statement and hereby consents to his or her personal and business information being collected, used, retained and disclosed by the CFDC for the limited purposes as set out above. The Applicant further understands that under Federal privacy law, he or she has access to the information held by the CFDC and knows to refer to the CFDC's Privacy Policy or contact the Chief Privacy Officer if a question or concern arises about the handling of the Applicant's personal information.
- e) The Applicant further understands and consents to the CFDC publicizing the Applicant's business venture if the Applicant is successful in obtaining financing from the CFDC, which may or may not include personal information such as the name of the Applicant and name of the business.

I/we have read and understand the Disclosure and Release Statement, Environmental Declaration, and the Collection, Use, and Disclosure of Personal and Business Information. Yes No

DATED AT _____ THIS _____ DAY OF _____ 20 _____

Witness

Signature of Applicant, Guarantor or Shareholder

Witness

Signature of Applicant, Guarantor or Shareholder

For Office Use Only

Status	Status Date	Investment	Committee	Date
Application		_____	_____	_____
Pending		_____	_____	_____
Committed		_____	_____	_____
Closed Deal		_____	_____	_____
Declined		_____	_____	_____
Withdrawn		_____	_____	_____

Statement of Personal Assets and Liabilities

To be completed by Applicant, one for each owner or guarantor (if applicable).

Personal Information

Applicant Guarantor Partner/Shareholder

Last Name: First Name & Initials:

SIN: Date of Birth: (D/M/Y)

Telephone: Email:

Cell: Driver's License:

Present Address:

Street Address:

City: Province: Postal Code:

Previous Address (if less than 3 years at present address):

Street Address:

City: Province: Postal Code:

Are you related to any director or employee of the CFDC Yes No

Marital Status: Married Divorced Single Separated Common Law

Employment Information

Present Employer: Occupation:

Years Employed: Annual Income: \$ Telephone:

Street Address:

City: Province: Postal Code:

Other Income: \$ Source:

\$ Source:

Spouse's Employment Information (if applicable)

Last Name: First Name & Initials:

SIN: Date of Birth: (D/M/Y)

Present Employer: Occupation:

Years Employed: Annual Income: \$ Telephone:

Street Address:

City: Province: Postal Code:

Statement of Personal Assets and Liabilities

Other Income: \$

Source:

Other Income: \$

Source:

Personal Financial Summary

If married, include finances of both self and spouse.

ASSETS	Present Value (\$)	LIABILITIES	Balances (\$)	Monthly Payment (\$)
Cash		Bank Loans and Lines of Credit		
RRSP/Retirement Accounts		Credit Cards		
Real Estate				
Real Estate				
Recreation Equipment		Taxes Payable		
Other Assets (Specify)		Real Estate Mortgage(s)		
		Other Liabilities (Specify)		
TOTAL Assets		TOTAL Liabilities		

Personal Residence:

Rent Monthly Housing Payment: \$ Landlord:

Own Mortgage, if any, held by:

Real Estate Details:

1. Street Address:

City: Province: Postal Code:

Year Purchased: Purchased Price: \$ Mortgage Outstanding: \$

Registered Owner(s): Present Value: \$ Last Year Appraised:

2. Street Address:

City: Province: Postal Code:

Year Purchased: Purchased Price: \$ Mortgage Outstanding: \$

Registered Owner(s): Present Value: \$ Last Year Appraised:

3. Street Address:

City: Province: Postal Code:

Year Purchased: Purchased Price: \$ Mortgage Outstanding: \$

Registered Owner(s): Present Value: \$ Last Year Appraised:

Statement of Personal Assets and Liabilities

Vehicle Details:

1. Make: <input style="width: 100%;" type="text"/>	Year: <input style="width: 100%;" type="text"/>	Financed by: <input style="width: 100%;" type="text"/>
Amount Owing: <input style="width: 100%;" type="text"/>	Present Value: <input style="width: 100%;" type="text"/>	Leased: <input style="width: 50%;" type="text"/> Owned: <input style="width: 50%;" type="text"/>
2. Make: <input style="width: 100%;" type="text"/>	Year: <input style="width: 100%;" type="text"/>	Financed by: <input style="width: 100%;" type="text"/>
Amount Owing: <input style="width: 100%;" type="text"/>	Present Value: <input style="width: 100%;" type="text"/>	Leased: <input style="width: 50%;" type="text"/> Owned: <input style="width: 50%;" type="text"/>
3. Make: <input style="width: 100%;" type="text"/>	Year: <input style="width: 100%;" type="text"/>	Financed by: <input style="width: 100%;" type="text"/>
Amount Owing: <input style="width: 100%;" type="text"/>	Present Value: <input style="width: 100%;" type="text"/>	Leased: <input style="width: 50%;" type="text"/> Owned: <input style="width: 50%;" type="text"/>
4. Make: <input style="width: 100%;" type="text"/>	Year: <input style="width: 100%;" type="text"/>	Financed by: <input style="width: 100%;" type="text"/>
Amount Owing: <input style="width: 100%;" type="text"/>	Present Value: <input style="width: 100%;" type="text"/>	Leased: <input style="width: 50%;" type="text"/> Owned: <input style="width: 50%;" type="text"/>

Financial Details:

The Applicant/Guarantor carries a bank account(s) at the following banks and will instruct the bank(s) to give the CFDC full information concerning the Applicant's/Guarantor's affairs.

1. Bank: <input style="width: 100%;" type="text"/>	Telephone: <input style="width: 100%;" type="text"/>
Street Address: <input style="width: 100%;" type="text"/>	
City: <input style="width: 30%;" type="text"/>	Province: <input style="width: 20%;" type="text"/>
Postal Code: <input style="width: 50%;" type="text"/>	
Account Manager: <input style="width: 100%;" type="text"/>	
2. Bank: <input style="width: 100%;" type="text"/>	Telephone: <input style="width: 100%;" type="text"/>
Street Address: <input style="width: 100%;" type="text"/>	
City: <input style="width: 30%;" type="text"/>	Province: <input style="width: 20%;" type="text"/>
Postal Code: <input style="width: 50%;" type="text"/>	
Account Manager: <input style="width: 100%;" type="text"/>	

References (Please list 2 references not currently living with you)

	Reference #1	Reference #2
Name		
Address		
Telephone #		
Cellular #		
Relationship		
Email		

Statement of Personal Assets and Liabilities

Declarations and Obligations

a) Are you personally liable for debt incurred for the business? Yes No

b) Are you an endorser, guarantor or co-signer for any other obligations? Yes No

If yes, please provide details:

c) Do you own shares in any private company other than the entity that has applied to the CFDC? Yes No

If yes, please provide details:

d) Do you owe any tax arrears (ie: HST, Income Tax, Realty or Business taxes)? Yes No

If yes, please provide details:

- | | | |
|--|--------------------------|--------------------------|
| e) Do you have any of the following? | Yes | No |
| - Pending and/or actual legal action (civil and/or criminal) | <input type="checkbox"/> | <input type="checkbox"/> |
| - Suits and claims | <input type="checkbox"/> | <input type="checkbox"/> |
| - Unexecuted judgements | <input type="checkbox"/> | <input type="checkbox"/> |
| - Bankruptcy proceedings (past and/or current) | <input type="checkbox"/> | <input type="checkbox"/> |
| - Criminal record (all types of offences - you may exclude a conviction for which a pardon has been granted) | <input type="checkbox"/> | <input type="checkbox"/> |

If yes, to any of the above, please provide details.

Disclosure and Release Statement

To: Valley Heartland CFDC)

1. I, hereby certify that the information in this Statement of Personal Assets and Liabilities is a complete and true declaration. The property values stated above are the fair market values of the properties and the amount of debts is the total potential indebtedness (inclusive of any other loans, credit cards, or other debts for which I have signed as a guarantor).
2. I confirm that if any statement I have made herein or in accompanying materials proves to be incorrect in any way, I shall notify the CFDC immediately.
3. I authorize the CFDC to obtain personal credit information about me from any source. By executing this statement, I acknowledge as notice in writing, the CFDC's intent to obtain this information and I authorize each source to provide this information to the CFDC.
4. If a loan is received from the CFDC, I further authorize the CFDC to obtain personal credit information about me or my business from any source for the duration of my indebtedness to the CFDC. By executing this statement, I acknowledge as notice in writing, the CFDC's intent to obtain this information and I authorize each source to provide this information to the CFDC.

Statement of Personal Assets and Liabilities

Disclosure and Release Statement Continued

5. I understand and agree that in order to perform a credit investigation; I need not provide my Social Insurance Number ("SIN") if I can provide alternative identification that is acceptable to the credit reporting agencies. If I do provide my SIN, I consent to the CFDC using this information for the limited purpose of performing a credit investigation.
6. I authorize the CFDC to retain this Statement of Personal Assets and Liabilities and any financial records, credit and reference reports for the CFDC's records and reporting to Federal Economic Development Agency for Southern Ontario (FedDev Ontario) who oversees the Community Futures Program.

Yes No I certify that I am a Canadian Citizen or Canadian Permanent Resident

Yes No I authorize the CFDC to discuss this application for financing and this statement of Personal Assets and Liabilities with accountants, lawyers and other lending institutions regarding partnership financing.

Collection, Use and Disclosure of Personal Information

- a) The Applicant/Guarantor acknowledges that, as the operation of the CFDC is financially supported by the Government of Canada, representatives of Federal Economic Development Agency for Southern Ontario (FedDev Ontario) are permitted access to the files of the CFDC for monitoring and evaluation purposes and that the Applicant/Guarantor may be contacted by representatives of Federal Economic Development Agency for Southern Ontario (FedDev Ontario) and that, such information as is acquired by the Ministry will be treated as confidential.
- b) The Applicant/Guarantor also understands, acknowledges, and agrees that the information given in this Statement of Personal Assets and Liabilities, as well as other information obtained in relation to his/her credit history may be disclosed to potential Financial Consultants, other service providers, or organizations providing technological or other support services required in relation to this application, and any other parties with whom the Applicant/Guarantor proposes to have a financial relationship.
- c) The Applicant/Guarantor consents and acknowledges that the CFDC may, at any time In Its complete discretion, destroy documents provided by the Applicant/Guarantor and should retain copies for the Applicant's/Guarantor's own use.

I have read and understand the above Disclosure and Release Statement, and Collection, Use and Disclosure of Personal Information. Yes No

As per Canada's anti-spam legislation, by checking this box, I consent to receive, via email, correspondence from the CFDC with information about business advice, solutions and events. Consent can be withdrawn at any time by written notice to the CFDC.

I acknowledge that the CFDC will be using this document in relation to one or more loan applications in which I have an interest and certify that the information reported in this document is true, accurate and complete and acknowledge that the CFDC will be relying on the information. If untrue, inaccurate, or incomplete information is provided, the CFDC may at its discretion decline any Application or, if a loan has already been granted, may cease disbursement of funds and demand the full repayment of loan proceeds already disbursed.

DATED AT _____ THIS _____ DAY OF _____ 20 _____

Signature of Applicant, Guarantor or Shareholder