



WOOD BUFFALO

Community Futures Wood Buffalo

#102-9816 Hardin Street, Fort McMurray, AB T9H 4K3
Telephone: (780) 791-0330 Fax: (780) 791-0086



Business Loan Application

The Community Futures Wood Buffalo is a non-profit community economic development organization. We are committed to assisting people in the Wood Buffalo region who are either operating or are planning to start their own business.

Our Mission is "To facilitate and/or promote activities which will enhance the economic environment of our communities through entrepreneurial development and the creation of small business initiatives."

We unite the efforts of major players in the region to work toward the common goal of sustainable community economic development.

Our Beliefs and Values

- We believe in a community-based focus.
- We will treat clients with respect.
- We will deal with clients in a professional manner.
- We can only believe that we are effective if we have measurable results.
- We will develop an understanding of cultural diversity.
- We value confidentiality.
- We value equitable access from all regional clients.
- We value meeting and assessing customers' needs.
- We value broad representation from the community.
- We value the diversified programs we offer.

Name: _____

Business Name: _____

Phone: _____

Date: _____

Costs

A non-refundable **\$500 application fee** must accompany the loan application. We offer free consultations on Business Plans up to a maximum of 4 hours. After 4 hours, a fee for service contract is required.

Other Services

- Business Counseling
- Training Seminars
- Fee for Service Consulting
- Trade Shows

**For all templates and business resources,
please visit our website at
www.woodbuffalo.albertacf.com/tools.**

For Office Use Only

Date Received: _____

Fund: _____

Loan #: _____

Loan Application Fee Paid: YES

Amount: _____ Date: _____

Credit Check: _____ Date: _____



Application for Financing

Business Information

Name of Company / Business: _____

Business # / GST #: _____

Name of Principal(s): _____ Phone: _____

_____ Phone: _____

_____ Phone: _____

Address of Business: _____

Location (if different): _____

Business Phone: _____

Business Fax: _____

Business Email: _____

Structure of Business: Proprietorship Partnership Incorporation

Type of Business: Service Forestry Manufacturing Wholesale

Retail Tourism Hospitality Other Specify: _____

Loan Information

Loan Amount Requested:

\$ _____

Line of Credit Amount Requested:

\$ _____

Is this loan or line of credit request for a purchase of a business?

Yes ____ No ____

If yes, what is the purchase price?

\$ _____

Number of Jobs Created:

F/T ____ P/T ____

Number of Jobs Maintained:

F/T ____ P/T ____

Summary of Funds, Uses & Other Sources

Funds are Required For (e.g. building, equipment, inventory, working capital, etc.):

Amount

Sources of Funds (e.g. personal investments / equity, loans, friends or family, etc.):

Amount

_____ \$ _____

Community Futures loan requested _____ \$ _____

_____ \$ _____

Community Futures LOC requested _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total: \$ _____

Total: \$ _____

Bank / Credit Union Information
(please include Account Numbers)

Present Bank / Credit Union: _____

Business (Name of Bank / C.U.): _____

Personal (Name of Bank / C.U.): _____

References

Contact Person: _____ Phone: _____

Contact Person: _____ Phone: _____

Contact Person: _____ Phone: _____

Business Asset List

List below all assets presently owned by the company or personal assets that will be used by the company. Please indicate their value. Also indicate whether they are used as security against other loans or if there is money owing against them. Attach separate list if necessary.

| Assets in Detail (indicate make, model, year, serial number, etc.) | Market Value | Owe/Security |
|--|-----------------|-----------------|
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| Total | \$ _____ | \$ _____ |

Loan Security Offered

List below the collateral you propose to offer toward the loan. If applicable, indicate the fair market value of the assets. Examples of security would include assignment of receivables, inventory, business assets (including machinery and equipment), personal assets, property (including your home) and loan guarantees.

| Assets (indicate make, model, year, serial number, etc.) | Market Value | Office Use Only |
|--|-----------------|-----------------|
| Asset 1: _____ Address of Asset: _____ | \$ _____ | \$ _____ |
| Asset 2: _____ Address of Asset: _____ | \$ _____ | \$ _____ |
| Asset 3: _____ Address of Asset: _____ | \$ _____ | \$ _____ |
| Asset 4: _____ Address of Asset: _____ | \$ _____ | \$ _____ |
| Total | \$ _____ | \$ _____ |

Personal Statement of Affairs

This information is to be submitted for each principal of the business

Personal Information

| | APPLICANT | CO-APPLICANT |
|---|---|---|
| First Name: | | |
| Middle/Second Name: | | |
| Last Name: | | |
| Former Name(s) (if any): | | |
| Date of Birth (mm/dd/yy): | | |
| Social Insurance Number: | | |
| Home Phone: | | |
| Cell Phone: | | |
| Business Phone: | | |
| Email Address: | | |
| Marital Status: | | |
| Present Address: | | |
| | <input type="checkbox"/> RENT or <input type="checkbox"/> OWN | <input type="checkbox"/> RENT or <input type="checkbox"/> OWN |
| Mailing Address (if different from above): | | |
| How long at current address: | | |
| Previous Address: | | |
| Number of Dependents (excluding spouse): | | |
| Current Employer: | | |
| Annual Income: | | |
| Length of Employment: | | |
| Name, address & phone number of nearest relative not living with you: | | |

Statement of Income & Expenditures

Please Circle: **Monthly** or **Yearly**

Income:

Employment (Salaries, Wages & Commission) \$ _____

Rental Income \$ _____

Business or Professional Income \$ _____

Other: _____ \$ _____

_____ \$ _____

_____ \$ _____

Expenditures:

Property Taxes & Assessments \$ _____

Income Taxes \$ _____

Mortgage or Rent \$ _____

Loan Payments \$ _____

Total Credit Card Payments \$ _____

Insurance Payments \$ _____

Estimated Living Expenses \$ _____

Other: _____ \$ _____

Total Income \$ _____

Total Expenditures \$ _____

| | | |
|-----|--------|------|
| | | |
| App | Co-App | C.F. |

Net Worth Statement

Assets

Deposit Accounts (Note if Joint)

| | | | |
|--------------|-------|-------|-------|
| Institution: | Type: | Total | |
| _____ | _____ | \$ | _____ |
| _____ | _____ | \$ | _____ |
| _____ | _____ | \$ | _____ |

Life Insurance CSV

| | | | |
|----------|--------|-------|-------|
| Company: | Owner: | Total | |
| _____ | _____ | \$ | _____ |
| _____ | _____ | \$ | _____ |

Pensions / DPSP

| | | | |
|----------|--------|-------|-------|
| Company: | Owner: | Total | |
| _____ | _____ | \$ | _____ |
| _____ | _____ | \$ | _____ |

Non-Registered Investments (Stocks, funds, GICs, CSBs, Mortgages held, Business interests)

| | |
|--------------|----------|
| Institution: | Amount |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Total | \$ _____ |

RRSPs / RRIFs (Note any Spousal RRSPs)

| | |
|--------------|----------|
| Institution: | Amount |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Total | \$ _____ |

Real Estate (Home, cottage, other real estate)

| | |
|-------|----------|
| _____ | Total |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Total | \$ _____ |

Other Assets (Equipment, furnishings, jewelry, collections, art, accounts receivable)

| | |
|-------|----------|
| _____ | Total |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Total | \$ _____ |

Total Assets \$ _____

Liabilities

Mortgages

Lender 1 _____ Rate _____
 Renewal Date _____ Amortization _____
 Monthly Pymt \$ _____ Term _____ Amt Owing \$ _____
 Lender 2 _____ Rate _____
 Renewal Date _____ Amortization _____
 Monthly Pymt _____ Term _____ Amt Owing \$ _____
 Are Mortgages Insured? Yes No

Loans (car, personal, business, investment)

1. Lender _____ Rate _____
 Purpose _____
 Expires _____ Term _____
 Monthly Pymt \$ _____ Term _____ Amt Owing \$ _____
 2. Lender _____ Rate _____
 Purpose _____
 Expires _____ Term _____
 Monthly Pymt \$ _____ Term _____ Amt Owing \$ _____
 3. Lender _____ Rate _____
 Purpose _____
 Expires _____ Term _____
 Monthly Pymt \$ _____ Term _____ Amt Owing \$ _____
 Are Loans Insured? Yes No

Accounts Payable (Credit cards, outstanding bills, taxes)

 Monthly Payments _____ Total \$ _____

Other Debt (Guarantees, personal obligations)

 _____ Total \$ _____

Total Liabilities \$ _____

NET WORTH

(Total Assets - Total Liabilities) \$ _____

Other Information

Please provide detailed information below if you answer yes to any of the following questions.

Have you ever had an asset repossessed? Yes No

Have you ever declared bankruptcy? Yes No

Are you party to any claims or lawsuits? Yes No

Do you owe any taxes prior to the current year Yes No

Details: _____

Release Statements

Consent Disclaimer Clause

Your signature on this form provides us with consent to conduct any credit investigations we deem appropriate and authorizes us to release any information, financial, personal or otherwise, as required for the purposes of a credit investigation, to any organization. Your signature on this form grants any such organization we contact permission to provide all information requested to us with respect to our credit investigation.

We will continue to collect, use, and disclose your personal information until such time as your loan has been repaid. This may include doing further credit checks during the term of your loan and using and disclosing your personal information in order to collect any debts you owe to us.

Indemnity Clause

The client agrees to fully indemnify and save harmless Community Futures Wood Buffalo from and against any and all costs and expenses (including legal fees and disbursements on a solicitor and own client basis) suffered or incurred by Community Futures Wood Buffalo. in the collection of any monies due to Community Futures Wood Buffalo. by the client enforcing any judgment so obtained.

Security Waiver Notification

The security interests granted hereunder are subject to registration under the *Personal Property Security Act* and the client waives the right to be notified of registration of any such financing statements.

Marketing and Promotional Waiver

The client agrees to allow the Community Futures Wood Buffalo to showcase their company in any marketing initiative designed to promote the Community Futures Program and the Community Futures Wood Buffalo.

Fees

Administration Fee

The client agrees to pay prior to loan advancement, the one-time loan administration fee commiserate to the amount of the loan approved. The fee schedule is as follows:

| Loan Type | Amount Approved | Fee (one time unless noted) |
|---------------------------|-----------------|--------------------------------------|
| Term Loan | \$0 – \$150,000 | 1.5% |
| Line of Credit (internal) | \$0 - \$50,000 | 3.5% Initial Fee plus 1.0% per annum |

Legal Fees

The client shall be obligated to pay all legal fees and disbursements in relation to the preparation, registration, execution and enforcement of all documentation prepared in accordance with the loan approval.

Disclosures and Release Statement

**** Important ** - Read Thoroughly Before Signing**

1. Are you related to any director or employee of Community Futures Wood Buffalo? YES () NO ()
 2. Are you or any closely related individual or company involved in ANY legal action or litigation either personally or through your business? YES () NO ()
 3. If financial assistance is approved, would you allow Community Futures Wood Buffalo to make a public announcement regarding your project? YES () NO ()
- * The statements made herein are for the express purpose of obtaining financing from Community Futures Wood Buffalo and are to the best of my/our knowledge and belief, true and correct. The applicant understands that additional information, if required in support of this application, must be supplied to the Centre before adequate consideration can be given to this application.
 - * The applicant consents to Community Futures Wood Buffalo making any inquiries of such persons, firms, or corporations as it deems necessary in order to reach a decision on this application.
 - * The applicant agrees to reimburse Community Futures Wood Buffalo for any legal costs incurred in the registration of documents for loan security. Should the applicant withdraw his request for funds after legal documents have been registered and costs incurred, the applicant shall be responsible for these costs.

Statement of Agreement

I hereby agree that if any financing is provided to me for the purpose of the business project as described herein, I shall:

- * follow the operating plan submitted herewith, and use the funds received from Community Futures Wood Buffalo for the purpose intended, and that any changes or alterations in loans shall be made only with the written permission of Community Futures Wood Buffalo;
- * that I shall maintain insurance as required by Community Futures Wood Buffalo;
- * that I shall provide Community Futures Wood Buffalo with monthly and year end financial statements;
- * that I will reimburse to Community Futures Wood Buffalo and/or the law firm involved all legal fees and disbursements incurred by the processing and preparation of loan security documents, including all searches and investigations incurred after the OFFER TO FINANCE endorsed by the applicant(s) has been received Community Futures Wood Buffalo and/or the law firm involved, whether the applicant proceeds to accept the funds from Community Futures Wood Buffalo or not.

Consent

I/We warrant and confirm that the information given in the loan application form is true and correct, and I/we understand that it is being used to determine my/our credit responsibility by Community Futures Wood Buffalo. You are authorized to obtain any information you may require relative to this application from any sources to which you may apply and each such source is hereby authorized to provide you with such information. You are furthermore authorized to disclose, in response to direct enquiries from any other lender or credit bureau, such information on my loaning account as you consider appropriate, and I agree to indemnify you against and save you harm from any and all claims in damages or otherwise arising from such disclosure on your part. You are also authorized to retain the application whether or not the relative loan is approved.

I, the undersigned, declare the statements made herein are for the purposes of obtaining business financing and are to the best of my knowledge complete and correct.

| Date | Applicant Name (print) | Applicant Signature | Witness Name (print) | Witness Signature |
|------|------------------------|---------------------|----------------------|-------------------|
| | | | | |
| | | | | |
| | | | | |

Application must be initialed, signed and witnessed before it can be processed.