



BUSINESS FINANCING APPLICATION

Date: _____

Application No: _____

1:0 Administrative Information

1:1 Business Information:

Business Name: _____

Address: _____

City: _____

Postal Code: _____

Telephone: _____ Email: _____

1:2 Ownership/shareholder/management:

Sole Proprietorship Partnership Corporation

Registration/Incorporation Documentation Attached?

Yes No

If not, please explain:

1:3 Professional Advisors/Mentors

Referred to the CFDC By: _____

Solicitors: _____

Accountant: _____

Insurance Broker: _____

Bank: _____

1:4 Principals:

Name:

Name:

Address:

Address:

City:

City:

Postal Code:

Postal Code:

Telephone:

Telephone:

Name:

Name:

Address:

Address:

City:

City:

Postal Code:

Postal Code:

Telephone:

Telephone:

1:5 Provide a brief description of your background(s) including education and work that you did in your last three positions:

1:6 References:

Name: _____ Name: _____

Address: _____ Address: _____

City: _____ City: _____

Postal Code: _____ Postal Code: _____

Telephone: _____ Telephone: _____

1:7 Other Obligations:

Is the applicant(s) or business an endorser, guarantor or consignor for obligations not listed on the financial statement?

If so, please explain:

Is the applicant(s) or business a party to any claim or lawsuit?

If so, please explain:

Does the applicant(s) owe any back taxes (i.e. sales, income, realty or business taxes)?

If so, please explain:

2:0 PROPOSAL:

2:1 Describe your proposed business:

2:2 Identify your major competitors:

2:3 Identify potential client groups:

2:4 Describe major suppliers and the nature of the inventory:

2:5 Describe how you intend to market your business:

2:6 Describe how your background relates to the proposed business:

2:7 Identify government regulations and licenses required to undertake your proposed business:

Have you met these requirements? Yes No

If not, please explain:

2:8 How many full-time positions will be created in year one? _____
How many part-time positions will be created in year one? _____

2:9 Is business or cash flow seasonal? Yes No
When are the revenue periods high?
When are the revenue periods low?
Please explain:

Financial Information:

3:1 Indicate total project costs by category:
(Please attach a breakdown of the items to be purchased/projects to be completed under each category.)

3:1:1 Real Estate: \$ _____
3:1:2 Leasehold Improvements: \$ _____
3:1:3 Inventory: \$ _____
3:1:4 Equipment: \$ _____
3:1:5 Operating: \$ _____
3:1:6 Other: \$ _____
3:1:7 **TOTAL COST:** \$ _____

3:2 Applicants Contribution: (subtract) \$ _____
3:3 Other Financing: (subtract) \$ _____
Source:

3:4 TOTAL LOAN REQUEST: \$ _____

3:5 Please indicate security available and estimate market value for loan collateral:

YOUR PERSONAL FINANCIAL STATEMENT			
Name (including middle initial)		Date of Birth	Social Insurance Number
Street Address		City	Province Postal Code
Home Phone	Residence ___ Own ___ Rent ___ Other	How Long at address? _____ Years _____ Months	
Occupation	Currently Employed by	How long with employer? _____ Years _____ Months	
Employer's Phone	___ Married ___ Unmarried ___ Separated (This includes single, divorced and widowed)	Number of dependents	
Your principal financial institution and address:			
(Under the Laws of Canada or the provinces your spouse may have a legal interest or obligation arising from your business dealings and may also have an interest in your personal assets)			
PERSONAL DATA FOR YOUR SPOUSE			
Spouse's Name (including middle initial)		Spouse's Occupation	Social Insurance Number Date of Birth (DAY/month/year)
Spouse currently employed by		How long with employer _____ Years _____ Months	Spouse's work phone
FINANCIAL INFORMATION AS AT _____ Day _____ Month _____ Year			
ASSETS		LIABILITIES	
List and describe all assets		List credit cards, open lines of credit, and other liabilities (including alimony and child support)	
VALUE		BALANCE OWING MONTHLY PAYMENT	
TOTAL CHEQUING	\$	BANK LOANS	\$ \$
TOTAL SAVINGS		MORTGAGES ON REAL ESTATE OWNED (see schedule B)	
LIFE INSURANCE CASH VALUE		MONTHLY RENT PAYMENT	
AUTOMOBILE MAKE YEAR		CREDIT CARDS (Please itemize)	
STOCKS & BONDS (see schedule A)		OTHER OBLIGATIONS (Please itemize)	
ACCOUNTS /NOTES RECEIVABLE			
REAL ESTATE (see schedule B)			
RETIREMENT ACCOUNTS OTHER ASSETS (household goods, etc)		TOTAL MONTHLY PAYMENTS	_____ \$
		TOTAL LIABILITIES (H)	\$ _____
TOTAL ASSETS (I)	\$	NET WORTH (I - H)	\$
INCOME SOURCES <small>Income from alimony, child support or separate maintenance does not have to be stated unless you want it considered.</small>		SUNDRY PERSONAL OBLIGATIONS <small>Please provide details below if you answer yes to the following question</small>	
YOUR GROSS MONTHLY SALARY	\$	Are you providing your personal support for obligations not listed above (ie: cosigner, endorser, guarantor)? YES NO	
YOUR SPOUSE'S GROSS MONTHLY SALARY	\$	Details of any of the above:	
NET MONTHLY RENTAL (see schedule B)	\$		
OTHER INCOME (Please itemize)	\$		
TOTAL	\$		

SCHEDULE A – STOCKS AND BONDS

QUANTITY	DESCRIPTION	WHERE QUOTED	MARKET VALUE	PLEGGED AS COLLATERAL	
				YES	NO
TOTAL			\$		

SCHEDULE B – REAL ESTATE OWNED

Please provide information on your share only of real estate owned		TYPE OF PROPERTY	PRESENT MARKET VALUE	AMOUNT OF MORTGAGE OR LIENS	GROSS MONTHLY RENTAL INCOME	MONTHLY MORTGAGE PAYMENTS	MONTHLY TAXES INSUR. MAINTENANCE AND MISC.	NET MONTHLY RENTAL INCOME
PROPERTY ADDRESS (primary residence) Plan no. _____ Lot No. _____ STREET _____			\$	1 st \$	\$	1 st \$	\$	\$
CITY _____ PROV. _____				2 nd \$		2 nd \$		
NAME OF MORTGAGE HOLDERS		FIRST MORTGAGE			SECOND MORTGAGE			
PERCENTAGE OWNERSHIP %		MONTH/ YEAR ACQUIRED:			PURCHASE PRICE: \$			
PROPERTY ADDRESS (primary residence) Plan no. _____ Lot No. _____ STREET _____			\$	1 st \$	\$	1 st \$	\$	\$
CITY _____ PROV. _____				2 nd \$		2 nd \$		
NAME OF MORTGAGE HOLDERS		FIRST MORTGAGE			SECOND MORTGAGE			
PERCENTAGE OWNERSHIP %		MONTH/ YEAR ACQUIRED:			PURCHASE PRICE: \$			

GENERAL INFORMATION Please provide details 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

The undersigned declare(s) that the statements made herein are for the purpose of obtaining business financing and are to the best of my/our knowledge true and correct. The applicant(s) consent(s) to the GPBDC making any inquiries it deems necessary to reach a decision on application, and consent(s) to the disclosure at any time of any credit information about me/us to any credit reporting agency or to any one with whom I/we have financial relations.

_____ Date

_____ Signature of Applicant(s) Above

4.0 Declaration:

The undersigned hereby declares that all of the information provided herein and on the accompanying statements is to the best of my/our knowledge true, complete and correct and understand that it will be used by the Community Futures Development Corporation to determine credit worthiness. The proceeds of the loan applied for will be used for business purposes and not for personal, family or household purposes.

The undersigned further consent(s) to the Community Futures Development Corporation making any inquiries it deems necessary to reach a decision on this application, and consent(s) to the disclosure at any time to any credit information about me/us to any credit reporting agency or to any one with whom I/we have financial relations.

The undersigned acknowledges that the Community Futures Development Corporation is financially supported by the Government of Canada and therefore representatives of the Government of Canada are permitted access to client files for monitoring, audit and evaluation purposes and those clients may be contacted from time to time by representatives of the Government of Canada as part of the evaluation of the performance of the Community Futures Development Corporation. The Minister will treat all such information in a confidential manner and will not remove such information from the premises of the CFDC without prior written authorization by both the Peterborough CFDC and the undersigned.

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Greater Peterborough Business Development Corporation Privacy Policy

We welcome your requests for a copy of the Greater Peterborough CFDC’s Privacy Policy in compliance with Canada’s Personal Information Protection and Electronic Documents Act.

Privacy Officer – Judy Heffernan

Cash Flow Forecast

CASH RECEIPTS	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	7 th Month	8 th Month	9 th Month	10 th Month	11 th Month	12 th Month	Totals
Cash Sales													
Collection of Accounts Receivable													
Loan Proceeds													
Other Cash Receipts													
Total Cash Receipts (A)													

CASH DISBURSEMENTS	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	7 th Month	8 th Month	9 th Month	10 th Month	11 th Month	12 th Month	Totals
Purchase of Materials or Stock													
Purchase Of Fixed Assets													
Accounting and Legal Fees													
Advertising													
Vehicle Expense and Travel													
Business Tax, Fees, Licenses													
Property Tax													
Managements Salaries													
Other Salaries													
Employee Benefits													
Insurance / Rent													
Interest and Bank Charges													
Payments on Loans/Mortgages													
Maintenance and Repairs													
Freight													
Telephone													
Utilities													
Office Expenses and Postage													
All Other Operating Expenses													
Income Tax Payments													
Total Cash Paid Out (B)													

Cash Surplus or (Deficit) (A-B)													
Opening Cash Balance (C)													
Closing Cash Balance (D)													

Note: Line "C" is a carry-forward from line "D" in the previous month.