



CORNWALL & THE COUNTIES
COMMUNITY FUTURES DEVELOPMENT CORPORATION
SOCIÉTÉ D'AIDE AU DÉVELOPPEMENT DES COLLECTIVITÉS
CORNWALL ET LES COMTES

LOAN APPLICATION CHECKLIST

When preparing a loan application, please include all of the following relevant information.

- | | |
|----------------------------|---|
| <input type="checkbox"/> | Loan Application Form |
| <input type="checkbox"/> | Loan Application Fee \$200 (payable by cheque) |
| <input type="checkbox"/> | Business Plan |
| <input type="checkbox"/> | Cashflow Forecast- Sales and Expenses by month for two years |
| <input type="checkbox"/> | Business Master Licence |
| <input type="checkbox"/> | Partnership Agreement (if applicable) |
| <input type="checkbox"/> | Shareholders agreement (if applicable) |
| <input type="checkbox"/> | Photo Identification (2): Birth Certificate or Passport and or driver's license
Identification for all borrowers/partners/shareholders |
| <input type="checkbox"/> | Details of Lease Agreement |
| <input type="checkbox"/> | Offer to Purchase Agreement (conditional on financing) |
| <input type="checkbox"/> | Personal Income tax including Notice of assessment |
| <input type="checkbox"/> | Certificate of incorporation, list of signing officers
Bylaws and minute book |
| <input type="checkbox"/> | Details of security and business/bank debt obligations pledged
to lenders ie: Line of Credit, Equipment Loans etc. |
| <input type="checkbox"/> | Other: |
| For existing business only | Statement of Account of latest Canada Revenue Agency (CRA)
(including payroll, taxes and HST) |
| For existing business only | Current Internal Financial Statements |