



Date Received by NCFDC: \_\_\_\_\_

## Business Loan Application

The Nottawasaga Community Futures Development Corporation is a community based non-profit economic development organization. We are committed to assisting entrepreneurs to develop their business ideas and enhance job creation and community economic development throughout South Simcoe.

The Nottawasaga Community Futures Development Corporation is governed by a volunteer Board of Directors comprised of skilled professionals drawn from the local community. The directors and staff are dedicated to facilitating entrepreneurial development and the creation of small business initiatives.

Name of Business Owners	
Business Name	
Address of business owners	
Contact Phone Number(s)	
Contact Fax Number(s)	
Contact Email Address(es)	

### **The Application Process**

Applicant submits a completed Business Plan & Business Loan Application and corresponding documentation requested  
 Documentation is reviewed by the loan manager  
 Loan manager and applicant have discussions to clarify points in business plan or application as needed  
 Application is presented to an Investment Review Committee for approval.  
 If approved, an Offer to Finance is extended to the applicant for signature and return to Nottawasaga Futures  
 Legal work and security documentation is prepared – all security must be submitted before funds are released  
 Funds are *normally* made available within 2 – 3 weeks after the signed Offer to Finance is returned

### **Costs**

- A \$300 fee will be charged on approved loans
- Applicants are responsible for all legal costs to complete the loan securitization package. These funds can be paid for from the proceeds of the funds to be borrowed.

### **Loan Information**

- Maximum loan size is \$250,000.00 to be used for the purchase of fixed assets, leasehold improvements, inventory, expansion, start-up or working capital or a combination of any
- Flexible repayment terms and no prepayment penalties

**A: Loan Information**

Amount Requested \$					
Funds to be used for:					
Equipment \$					
Working capital \$					
Inventory \$					
Other (please state)\$					
Jobs Created:	F/T ___	P/T ___	Jobs Maintained:	F/T ___	P/T ___

**B: Business Information**

Name of Company/Business					
Names of Principals	1		Phone #		
	2		Phone #		
	3		Phone #		
	4		Phone #		
Business Address					
Business Phone			Business Fax		
Structure of Business					
	Sole Proprietor		Partnership		Incorporation
Type of Business					
	Service		Agriculture		Manufacturing
	Retail		Tourism		Wholesale
					Other

**C: Bank/Credit Information**

Present Bank or Credit Union			
Banks you have attempted to obtain credit with in the last 12 months?		Response to your application?	

**D: Personal or Business References**

Name & Position		Phone #	
		email	
Name & Position		Phone #	
		email	
Name & Position		Phone #	
		email	

**E: Business Asset Listing**

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 any other loans or if there is money owing against them. Attach a separate list if needed.

Asset (indicate makes, models, serial numbers etc)	Market Value	Owe / Security

**F: Loan Security Offered**

List below the collateral you propose to offer towards the loan. If applicable, indicate the fair market value of the assets.

Asset (indicate makes, models, serial numbers etc)	Market Values	OFFICE USE ONLY*****

**G: Disclosure and Release Statement** \*Important- read thoroughly before signing!\*

- Are you related to any Director or Employee of the Nottawasaga Community Futures Development Corporation? YES  NO
- Are you or any closely related individual, or the company involved in any legal action? YES  NO
- Are you liable as a co-signor or guarantor? YES  NO
- Are you now or have you ever been bankrupt? YES  NO
- If financial assistance is approved, would you allow the Nottawasaga CFDC to make a public announcement regarding your project/business? YES  NO
- To assist with the PIPEDA requirements, may we share your information with other financial institutions, the credit bureau, or government department in order to assist in getting you the best product/service to suit your needs? YES  NO

The statements made herein are for the express purpose of obtaining financing from the Nottawasaga Community Futures Development Corporation, 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 Corporation before adequate consideration can be given to this application. The applicant consents to the Nottawasaga Community Futures Development Corporation 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 the Nottawasaga Community Futures Development Corporation any legal costs incurred in the registration of documentation related to 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?

Date	Print Applicant's Name	Applicant's Signature	Print Witness name	Witness' Signature

## H: Personal Statement of Affairs

This section must be completed and submitted for EACH principle of the business.

Surname		First Name		Initial	
Date of Birth		SIN#			
Marital Status Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Common-law <input type="checkbox"/>					
Home Phone#		Business Phone#			
Employer		Length of Employment			
Address					
Previous Address					
Rent?	<input type="checkbox"/>	Own?	<input type="checkbox"/>	How long at current address?	
Spouse's Name					
Spouse's Date of Birth		Spouse's SIN#			
Spouse's Employer		Spouse's Length of Employment			

## I: Resume/Employment History

Please attach an up to date resume which includes work history, educational background and refers to any transferable skills you have.

## J: Personal Equity Statement

This information should be as up to date as possible.

ASSETS	Institution With Security	Amount	LIABILITIES	Institution Debt is With	Amount
Cash			Loans		
RRSPs			Mortgages		
Stocks/Bonds			Lines of Credit		
Mutual Funds			Taxes Owing		
Your Home			Credit Cards		
Other Property(ies)					
Automobile(s)					
Total Assets			Total Liabilities		

Do you have assignable life insurance for at least the value of your loan application? YES  NO

**L: Statement of Household Income and Expenditures**

Please include all income coming into the home.

Monthly?  Annual?

INCOME		EXPENSES	
Salaries/commission		Property Taxes	
Rental Income		Income Taxes	
Business or Professional Inc.		Mortgage/Rent Payment	
Spouse's Income		Loan Payments	
Other		Line of Credit Payments	
Other		Total Credit Card Payments	
Other		Car Loan Payments	
Other		Insurance Payments	
Other		Separation/Alimony Payments	
Other		Regular Living Expenses	
		-gas	
		-hydro	
		-phone	
		-cable	
		-food	
		-clothing	
		-misc etc.	
Other		Other	
Other		Other	
Other		Other	
	Total Income		Total Expenses

**M: Legal Approvals and Authorizations and Disclosure and Waiver of Liability**

**TO: THE APPLICANT(S)**

All information contained in the Loan Application is obtained for credit verification purposes and for making an approval decision only and is held in the strictest confidence possible.

**TO: Nottawasaga Community Futures Development Corporation.**

I certify that the information contained herein is true and complete. I declare that neither my spouse nor any other person has any claim in or to the assets shown above except as set out therein. The whole of my property is shown at a fair evaluation. I am not being sued and there are no executions against me, neither do I owe anything to any other Bank except as reported above. If any statement made above is incorrect in any particular, I hereby agree that all my present and future indebtedness to Nottawasaga Community Futures Development Corporation and all Notes, Bills of Exchange, and other instruments now or hereafter representing the same or any part thereof shall forthwith become due and payable.

I authorize the officers of the Nottawasaga Community Futures Development Corporation to make all necessary credit and reference investigations, and to furnish other consumer credit guarantors and credit bureaus with particulars of the credit application and subsequent credit experience, if applicable, and to retain this application for the corporation's records.

I agree that if my loan application is approved, Federal Economic Development Agency of Southern Ontario (FedDev) is allowed access to my file for the purposes of reporting, monitoring and evaluation and that Nottawasaga Futures has Right of Access to the records of my business at any time during the period of the loan.

The information provided in my application may be shared with Federal Economic Development Agency of Southern Ontario (FedDev) at their request as part of the funding contract with FedDev and the Nottawasaga Community Futures Development Corporation.

I understand that any false or misleading information given in this application and accompanying materials may result in the rejection of this application and/or immediate demand for repayment of the loan in full, together with any interest accrued thereon.

This information is given for the purpose of obtaining advances and/or extension of time of my present indebtedness from Nottawasaga Community Futures Development Corporation. I understand that the Corporation will handle my personal information in strict confidence in accordance with Federal privacy law as set out in the Corporation's Privacy Policy. If I have any questions or concerns about the management of my information, I may refer to the Privacy Policy, available at the Nottawasaga Community Futures Development Corporation.

<b>Applicant 1</b> _____ <i>Signature</i>	<b>Applicant 2</b> _____ <i>Signature</i>
<b>Applicant 3</b> _____ <i>Signature</i>	<b>Applicant 4</b> _____ <i>Signature</i>

**DATED** \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_