

# **New Loan Application - Checklist**

## **Prior to Application:**

- rejection form signed by Financial Institution

## **At the time of Application:**

1. Community Futures Loan Application Form
2. Business Plan
3. Comprehensive List of Assets to be used as security
4. Copy of Driver's License
5. Proof of Adequate Life Insurance
6. Signed Information Collection Notice and Authorization Form  
(part of Loan Application Form).

## **If purchasing an existing business:**

- a) Copy of past 2 – 3 years of financial statements
- b) Copy of last 2 years corporate tax returns
- c) Copy of existing company incorporation certificate

## **After Loan has been approved (before funds have been dispersed):**

1. Signed offers to purchase (if applicable) of business, building, land, equipment, inventory, etc.
2. Lease Agreement (if applicable)
3. Provincial/Municipal Licenses
4. GST number
5. Company Incorporation/Registration (if incorporated)
6. Signed security documentation

## **After Disbursement:**

1. Post dated cheques or void cheque for direct transfer authorizations for loan payments
2. Provide copies of financial statements after year end completed
3. Attend annual loan review meeting