

The Business Help Centre



of Middlesex County



A Community Futures Development Corporation

Small Business Loan Application

The Community Futures Development Corporation of Middlesex County is a community based non-profit economic development organization committed to assisting and encouraging job creation and community economic development throughout Middlesex County.

APPLICANT INFORMATION:

| | | |
|-----------------------|-------|----------|
| Business Name | | |
| Owner(s) Name(s) | | |
| | | |
| | | |
| Address for Contact | | |
| | | |
| | | |
| Contact Phone Numbers | Home: | Cell: |
| Contact E-Mail | | |
| Contact Fax Number | | |
| Web Page Address | | |
| Amount Requested | \$ | Purpose: |

How did you hear about the Community Futures Development Corporation of Middlesex County?

| | | |
|--|---|--------------------------------|
| <input type="checkbox"/> Friend / Relative | <input type="checkbox"/> Lender | <input type="checkbox"/> Other |
| <input type="checkbox"/> Information session | <input type="checkbox"/> Government Office | |
| <input type="checkbox"/> Web Site | <input type="checkbox"/> Business Resource Centre | |
| <input type="checkbox"/> Event / Tradeshow | <input type="checkbox"/> Professional | |

| | | | |
|---------------------------------------|--|--|--------------------------------------|
| <input type="checkbox"/> New Business | <input type="checkbox"/> Existing Business | <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Partnership |
| Provincial Incorporation | Name or Number: | | |
| Federal Incorporation | Name or Number: | | |
| Number of Full Time Positions | | Number of Part Time Positions | |
| <input type="checkbox"/> Service | <input type="checkbox"/> Retail | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Tourism |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Wholesale | <input type="checkbox"/> Other | |

GENERAL INFORMATION

As part of the Community Futures Program the Community Futures Development Corporation of Middlesex County provides term loans to small businesses that have had difficulty finding financing elsewhere on reasonable terms

- MAXIMUM AMOUNT:** Loans up to a maximum of \$250,000 can be made to businesses in Middlesex County (excluding the City of London) that will be creating new jobs or maintaining existing jobs.
- USAGE OF FUNDS:** Financing can be used for any legitimate business purpose, including the purchase of fixed assets, leasehold improvements, inventory and working capital.
- FEES:** All loans are subject to a non-refundable application fee, payable at the time of application. The fees are:
- \$50.00 for loans up to \$25,000
 - \$100.00 for loans up to \$250,000
- Applicants are responsible for all legal costs to complete the loan securitization package. These funds can be paid for from the proceeds of the loan.
- All approved loans must be life insured. This insurance is arranged by the CFDC of Middlesex County, based on the outstanding principle balance of the loan.
- INTEREST RATES:** Interest rates are currently fixed for the term of the loan at a minimum of Prime plus 2% and determined on a loan by loan basis.
- TERM OF LOAN:** Loans are subject to a maximum of five (5) year term, with a maximum amortization period of fifteen (15) years. All loans are subject to regular monthly payments however, remain open for repayment, in full or in part, at any time, without penalty.
- CRITERIA:** A successful application must demonstrate:
- Employment creation or maintenance for predominately local residents
 - A firm commitment to the business, including a personal investment of funds and resources
 - Ability to repay the loan
 - The capability to operate the business
 - Adequate security which may include a combination of business and personal assets. Please note: 75% is required for any loan over \$25,000.00

APPLICATION PROCESS

- Applicant submits a completed Business Plan, Cash Flow and Loan Application
- Documentation is reviewed by CFDC staff
- Written review is provided to the client
- Client and staff review documentation to clarify and discuss as needed
- If the application is found to meet all requirements, a request is submitted to the General Manager for recommendation to the CFDC Board of Directors.
- Application / documentation is presented to the CFDC Board of Directors
- Applicant is notified of Board's decision
- If approved, applicant meets with CFDC staff to receive and review legal documentation to take to a lawyer
- Applicant's lawyer finalizes legal work and security documentation and returns to the CFDC office
- Funds are normally made available within 48 hours after all documentation is signed and returned

LEGAL APPROVALS / AUTHORIZATION / CERTIFICATION

TO: THE APPLICANT

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

TO: COMMUNITY FUTURES DEVELOPMENT CORPORATION OF MIDDLESEX COUNTY

- 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 disclosed except as set out herein. 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 herein. If any statement made herein is incorrect in any particular, I hereby agree that all my present and future indebtedness to the CFDC of Middlesex County 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 Community Futures Development Corporation of Middlesex County to make all necessary credit and reference investigations, and to furnish other consumer credit guarantors and credit bureaus 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, Industry Canada (IC) is allowed access to my file for the purposes of reporting, monitoring and evaluating and that the CFDC of Middlesex County has Right of Access to the records of my business at any time during the period.
- I understand that the information provided in my application may be shared with Industry Canada at their request as part of the funding contract with Industry Canada and the Community Futures Development Corporation of Middlesex County.
- I am legally entitled to work in Canada
- I am a current resident and / or the owner / partner / shareholder of a business within Middlesex County
- 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.

DISCLOSURE AND RELEASE STATEMENT

****Please read thoroughly before signing****

- 1. Are you related to any Director or Employee of the CFDC Middlesex County? YES NO
- 2. Are you or any closely related individual, or the company involved in any legal action YES NO
- 3. Are you liable as a co-signor or guarantor? YES NO
- 4. Are you now or have you ever been bankrupt? YES NO
- 5. If financial assistance is approved, would you allow the CFDC to make a public announcement regarding your business? YES NO
- 6. 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

This is to advise that certain lenders may choose to provide the CFDC of Middlesex County a referral fee to cover the cost of aiding in the preparation of your business plan and pro forma financial statements, applications for financing, and monitoring reports, should financing be advanced by their institution.

The CFDC of Middlesex County encourages clients to explore all traditional financing sources prior to making an application to the CFDC.

| | |
|---------------------------------------|---------------------------------------|
| Applicant 1 _____ Signature | Applicant 2 _____ Signature |
| Applicant 3 _____ Signature | Applicant 4 _____ Signature |

| | |
|----------------------|-------------------|
| Witness _____ | Date _____ |
|----------------------|-------------------|