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## LOAN APPLICATION FORM (2)

### PERSONAL OVERVIEW

\*\*\* TO BE FILLED OUT BY EACH APPLICANT AND ATTACHED WITH LOAN APPLICATION FORM (1) \*\*\*

## FOR YOUR INFORMATION

COMMUNITY FUTURES SUN COUNTRY is a non-profit community economic development organization. We are committed to helping people in the Sun Country region who are either operating or are planning to start their own business.

OUR MISSION IS "...to plan and initiate development of our area through the promotion and facilitation of cooperative activities dedicated to the social, environmental and economic well being of our citizens and communities."

### LOAN INFORMATION AND FEES

1. Maximum Loan of \$500,000 available for start-up, maintenance or expansion
2. Minimum Interest Rate of Prime+2%
3. Loan Application Fee of 1% of loan amount requested minimum \$50.00
4. \$10 per credit check (each applicant and each spouse) will be collected once the loan application has been accepted by Community Futures Sun Country (fees collected for credit checks will be applied to the 1% application fee)
5. No Pre-payment Penalties

### SPECIFIC CRITERIA MUST BE MET:

1. Location of the business must be in the Sun Country region.
2. Future economic viability of the business;
3. Competent management;
4. Reasonable personal financial investment and adequate security for the venture;
5. Employment creation or maintenance for predominantly local residents, and
6. Life Insurance in the amount of the loan must be in place before funds will be disbursed.

### YOUR STEPS TO GETTING A LOAN:

1. Contact Loans Department for a PRE-LOAN INTERVIEW.
2. Complete LOAN APPLICATION. Ensure you include supporting documentation as is outlined in the application. If you have any questions contact the Community Futures Sun Country Office.
3. Each applicant must complete a PERSONAL OVERVIEW.
4. If a Co-signer is needed for the Loan, have that person complete the GUARANTOR'S OVERVIEW.
5. Once the first applications are completed return them to the Community Futures Sun Country office with \$10.00 for each applicant, each spouse, and each guarantor. Example: if a married individual applies for a loan and is having their father co-sign, there will be an initial charge of \$30.
6. When the Loans Officer has completed reviewing the application, WE WILL CALL to advise you of whether or not we can proceed with the application.
7. Submit a complete and comprehensive BUSINESS PLAN to the Community Futures Sun Country office with the rest of the Loan Application Fee.
8. The Loans Officer will put together a PACKAGE TO PRESENT to the Loans Committee for their perusal.
9. An appointment will be made with yourself and the LOANS COMMITTEE to review the proposal. A decision will be made by the Loans Committee at this time.
10. If DECLINED you have the right to appeal this decision.
11. If APPROVED the appropriate documentation will be completed, signed and funds will be disbursed.

**YOUR PRIVACY:** Community Futures is committed to protecting your privacy and the confidentiality of your personal information. Our commitment to respecting and protecting the privacy and confidentiality of your personal information is addressed in our privacy policies. We adhere to these policies and the provisions of the BC *Personal Information Protection Act*. Statements are available at the office. Call 1-800-567-9911 or visit the Sun Country website:

[www.cfsun.ca](http://www.cfsun.ca)

## FOR OUR INFORMATION

### Part A: PERSONAL INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Second Name: \_\_\_\_\_

Home Phone#: \_\_\_\_\_ Personal E-Mail: \_\_\_\_\_

Date of Birth (month/day/year): \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's License #: \_\_\_\_\_

S.I.N.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ *(you are not obligated to provide your S.I.N., however it will facilitate the application process)*

Marital Status:  Single  Common Law  Married  Separated  Divorced  
 Widowed  Number of Dependants (excluding spouse): \_\_\_\_

<p><b>Present Address</b> <input type="checkbox"/> own <input type="checkbox"/> rent</p> <p>Number of years at present address: ____</p> <p>Street Number and Name: _____</p> <p>Box # ____ Station # ____ RR# ____</p> <p>City/Town _____</p> <p>Postal Code: _____</p>	<p><b>Previous Address</b> <i>(if less than 3 at present address)</i></p> <p>Street Number and Name: _____</p> <p>Box # ____ Station # ____ RR# ____</p> <p>City/Town _____</p> <p>Postal Code: _____</p>
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### Part B: PERSONAL RESUME

#### EDUCATION

School Attended	Course Taken	Year Completed	Grades Completed/Degree, Certificate or Diploma Earned

#### EMPLOYMENT HISTORY (last employer first)

**Current Employer:** \_\_\_\_\_ Phone #: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Monthly Salary: \$ \_\_\_\_\_

<p>Employer: _____</p> <p>Address: _____</p> <p>Phone #: _____</p> <p>Supervisor: _____</p> <p>Dates: from _____ to _____</p> <p>Job Title: _____</p>	<p>Employer: _____</p> <p>Address: _____</p> <p>Phone #: _____</p> <p>Supervisor: _____</p> <p>Dates: from _____ to _____</p> <p>Job Title: _____</p>
<p>Employer: _____</p> <p>Address: _____</p> <p>Phone #: _____</p> <p>Supervisor: _____</p> <p>Dates: from _____ to _____</p> <p>Job Title: _____</p>	<p>Employer: _____</p> <p>Address: _____</p> <p>Phone #: _____</p> <p>Supervisor: _____</p> <p>Dates: from _____ to _____</p> <p>Job Title: _____</p>

FAMILY CONTACT nearest relative not living with you	
Name: _____	Relationship: _____
Address: _____ _____ _____	Phone #: _____

CHARACTER REFERENCES – EXCLUDING FAMILY MEMBERS OR RELATIVES	
Name: _____ Relationship: _____ Address: _____ _____ _____ Phone #: _____	Name: _____ Relationship: _____ Address: _____ _____ _____ Phone #: _____

**Part C: SPOUSE'S PERSONAL INFORMATION**

Last Name: _____	First Name: _____	Second Name: _____
Date of Birth (month/day/year): ____/____/____	Driver's License #: _____	
S.I.N.: _____ - _____ - _____ <i>(you are not obligated to provide your S.I.N., however it will facilitate the application process)</i>		

SPOUSE'S EMPLOYMENT HISTORY (last employer first)	
Current Employer: _____ Length of Employment: _____	Phone #: _____ Monthly Salary: \$ _____
Employer: _____ Address: _____ _____ Phone #: _____ Supervisor: _____ Dates: from _____ to _____ Job Title: _____	Employer: _____ Address: _____ _____ Phone #: _____ Supervisor: _____ Dates: from _____ to _____ Job Title: _____

**Part D: PERSONAL FINANCIAL INFORMATION**

**PERSONAL NET WORTH STATEMENT**

**Summary of Personal Assets:**

**Personal Cash:**

Bank/CU \_\_\_\_\_ \$ \_\_\_\_\_  
Bank/CU \_\_\_\_\_ \$ \_\_\_\_\_

**Real Estate:**

Address (civic or legal description):  
\_\_\_\_\_  
\_\_\_\_\_

Date Purchased (month/day/year): \_\_\_\_/\_\_\_\_/\_\_\_\_  
Purchased Price: \$ \_\_\_\_\_  
Assessed Value).....\$ \_\_\_\_\_  
(include copy of assessment)

**Investments:**

RRSP: \_\_\_\_\_ \$ \_\_\_\_\_  
Stocks/Bonds/Mutual Funds ..... \$ \_\_\_\_\_

**Automobiles:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Year \_\_\_\_\_  
Odometer: \_\_\_\_\_  
Resale Value ..... \$ \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Year \_\_\_\_\_  
Odometer: \_\_\_\_\_  
Resale Value ..... \$ \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Year \_\_\_\_\_  
Odometer: \_\_\_\_\_  
Resale Value ..... \$ \_\_\_\_\_

**Recreational Vehicles:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Year \_\_\_\_\_  
Resale Value ..... \$ \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Year \_\_\_\_\_  
Resale Value ..... \$ \_\_\_\_\_

**Other Assets:**

Personal/Household Effects ..... \$ \_\_\_\_\_  
Equity in Business ..... \$ \_\_\_\_\_  
Other: \_\_\_\_\_ \$ \_\_\_\_\_  
Other: \_\_\_\_\_ \$ \_\_\_\_\_  
Other: \_\_\_\_\_ \$ \_\_\_\_\_

**Summary of Personal Liabilities (debt):**

**Mortgages:**

1<sup>st</sup> Mortgage: holder name \_\_\_\_\_  
\_\_\_\_\_ % \$ \_\_\_\_\_  
Maturity Date Int. Rate **Current Balance**

2<sup>nd</sup> Mortgage: holder name \_\_\_\_\_  
\_\_\_\_\_ % \$ \_\_\_\_\_  
Maturity Date Int. Rate **Current Balance**

**Automobile Loans:**

1. Lender name \_\_\_\_\_  
\_\_\_\_\_ % \$ \_\_\_\_\_  
Maturity Date Int. Rate **Current Balance**

2. Lender name \_\_\_\_\_  
\_\_\_\_\_ % \$ \_\_\_\_\_  
Maturity Date Int. Rate **Current Balance**

3. Lender name \_\_\_\_\_  
\_\_\_\_\_ % \$ \_\_\_\_\_  
Maturity Date Int. Rate **Current Balance**

**Credit Cards:**

Card Name	Int. Rate	Current Balance
1. _____	_____ %	\$ _____
2. _____	_____ %	\$ _____
3. _____	_____ %	\$ _____
4. _____	_____ %	\$ _____
5. _____	_____ %	\$ _____

**Personal Loans:**

Lender Name	Int. Rate	Current Balance
1. _____	_____ %	\$ _____
2. _____	_____ %	\$ _____
3. _____	_____ %	\$ _____
4. _____	_____ %	\$ _____
5. _____	_____ %	\$ _____

Other: \_\_\_\_\_ \$ \_\_\_\_\_  
Other: \_\_\_\_\_ \$ \_\_\_\_\_  
Other: \_\_\_\_\_ \$ \_\_\_\_\_

**Total Liabilities** \$ \_\_\_\_\_ (B)

<b>Total Asset Value</b> ..... \$ _____ <b>(A)</b>	
<b>Total Personal Net Worth (A-B) = \$ _____</b>	

PERSONAL INCOME AND EXPENDITURES	
Summary of Monthly Income:	Summary of Monthly Expenses:
Your Salaries, Wages, Income and Commissions (net/mo). \$ _____ Spouse's Salaries, Wages Income and Commissions (net/mo). \$ _____ Rental Income..... \$ _____ Business or Professional Income...\$ _____ Child Support/Alimony..... \$ _____ Child Tax Credit ..... \$ _____ Other ..... \$ _____ Other ..... \$ _____ Other ..... \$ _____	Mortgage (taxes included) or Rent ..... \$ _____ Household Insurance..... \$ _____ Utilities..... \$ _____ Phone, Fax, Internet..... \$ _____ Vehicle Payments ..... \$ _____ Vehicle Insurance ..... \$ _____ Gas for Vehicle ..... \$ _____ Credit Card Payments ..... \$ _____ Child Support/Alimony ..... \$ _____ Health/Life Insurance..... \$ _____ Child Care..... \$ _____ Food..... \$ _____ Other ..... \$ _____ Other ..... \$ _____
<b>Total Monthly Income</b> ..... \$ _____	<b>Total Monthly Expenses</b> ..... \$ _____

**Part E : QUESTIONAIRE - Please provide details if you answer YES to any of the following questions:**

1. Have you been a client of Community Futures Sun Country in the Past?  
 No  Yes: \_\_\_\_\_
2. Are you under 29 years of age?  
 No  Yes: \_\_\_\_\_
3. We have a special program for Entrepreneurs with Disabilities; would you like to know more about this?  
 No  Yes: \_\_\_\_\_
4. Do you have an assignable life insurance policy for the value of your loan request?  
 No  Yes: \_\_\_\_\_

5. If financial assistance is approved, would you allow us to make a public announcement regarding your project?  
No Yes: \_\_\_\_\_
6. Are you related to any Director or Employee of Community Futures Sun Country?  
No Yes: \_\_\_\_\_
7. Are you supporting other obligations as a Co-signer or Guarantor?  
No Yes: \_\_\_\_\_
8. Are you or any closely related individual or company involved in ANY legal action or litigation; either personal or business?  
No Yes: \_\_\_\_\_
9. Do you currently owe any taxes; personal, business, or otherwise?  
No Yes: \_\_\_\_\_
10. Have you ever had an asset repossessed?  
No Yes: \_\_\_\_\_
11. Have you ever filed for, and/or declared bankruptcy?  
No Yes: \_\_\_\_\_

**\*\*\*IMPORTANT; PLEASE READ THOROUGHLY BEFORE SIGNING\*\*\***

## DISCLOSURE AND RELEASE STATEMENT

- I hereby authorize Community Futures Sun Country to obtain any information it deems necessary about me/us, including but not confined to: (i) reports from credit bureaus, (ii) retail credit companies or (iii) any other source the corporation deems appropriate. I understand 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.
- I am aware of the risks and uncertainties associated with operating a business and feely accept and fully assume all such risks and uncertainties and the possibility of financial loss resulting there from, notwithstanding advice or funding that I receive from Community Futures Sun Country.
- In consideration of Community Futures Sun Country providing me with the aforementioned advice/funding, I hereby agree to waive any and all claims that I may have now, or in the future against Community Futures Sun Country, and its directors, officers, employees, representatives, successor to Community Futures Sun Country from any and all liability or loss, damage, expense or cost that I may suffer or incur in my proposed business venture, due to any cause whatsoever.

## STATEMENT OF AGREEMENT

I hereby agree that if any financing is provided to me for the purpose of the business project as described herein, that:

- I shall follow the operating plan submitted herewith, and use the funds received from COMMUNITY FUTURES SUN COUNTRY for the purpose intended, and that any changes or alterations in loans shall be made only with the written permission of the Corporation.
- I shall maintain insurance as required by the corporation.
- I shall provide the corporation with such reports and additional information that may be required from time-to-time.
- I will reimburse to the corporation and/or the law firm involved with all legal fees and disbursements incurred by the processing and preparation of loan security documents including all searches and investigations incurred after the "LETTER OF OFFER" endorsed by the applicant(s) has been received by the corporation and/or law firm involved, whether the applicant(s) proceed(s) to accept the funds from the corporation or not.
- I, the undersigned declare that the statements made herein are for the purposes of obtaining business financing and are to the best of my knowledge complete and correct.
- Should this application be approved, then the consent to make enquiries from any third parties and to obtain such information as the corporation deems necessary, shall remain in force until all amounts owing to the corporation are

LOAN APPLICATION FORM (2)  
Personal Overview



fully paid. The corporation is specifically authorized to make new enquiries from time to time, as it deems necessary in its sole discretion.

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**Please print full name and sign below (a witness is required for each signature)**

**Date** (month/day/year): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
**Applicant's Name**                      **Applicant's Signature**                      \_\_\_\_\_  
**Witness's Name**                      **Witness's Signature**

**Date** (month/day/year): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
**Spouse's Name**                      **Spouse's Signature**                      \_\_\_\_\_  
**Witness's Name**                      **Witness's Signature**

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