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MAINTAINING AN EXISTING BUSINESS
WILDFIRE RESPONSE AND RECOVERY

FOR OUR INFORMATION

APPLICANT INFORMATION – Each applicant must also fill out a “PERSONAL OVERVIEW”											
Name(s) of Applicant(s)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; border-bottom: 1px solid black;">Name: _____</td> <td style="width: 55%; border-bottom: 1px solid black;">Contact Phone #: () -</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Name: _____</td> <td style="border-bottom: 1px solid black;">Contact Phone #: () -</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Name: _____</td> <td style="border-bottom: 1px solid black;">Contact Phone #: () -</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Name: _____</td> <td style="border-bottom: 1px solid black;">Contact Phone #: () -</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Name: _____</td> <td style="border-bottom: 1px solid black;">Contact Phone #: () -</td> </tr> </table>	Name: _____	Contact Phone #: () -	Name: _____	Contact Phone #: () -	Name: _____	Contact Phone #: () -	Name: _____	Contact Phone #: () -	Name: _____	Contact Phone #: () -
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BUSINESS INFORMATION
Briefly describe what your business does: _____ _____ _____
Briefly describe your business's current position; what is the purpose of this application?: _____ _____ _____

What industry sector does your business fall into?

Service
 Forestry
 Tourism
 Wholesale
 Retail
 Hospitality
 Manufacturing
 Other (Specify): _____

Name of Company/Business: _____

Business Number: _____

How is your business registered?

Sole-Proprietorship
 Partnership
 Incorporation – type? _____

How long has this business been in operation?	What is your fiscal year-end?
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Who are the principals of this business, and how are they involved?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Name: _____</td> <td style="width: 50%; border-bottom: 1px solid black;">Role: _____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Name: _____</td> <td style="border-bottom: 1px solid black;">Role: _____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Name: _____</td> <td style="border-bottom: 1px solid black;">Role: _____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Name: _____</td> <td style="border-bottom: 1px solid black;">Role: _____</td> </tr> </table>	Name: _____	Role: _____	Name: _____	Role: _____	Name: _____	Role: _____	Name: _____	Role: _____
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Where is your business based? _____

Is this a home-based business? **Y N**

Number of Full-Time Employees: _____ Number of Part-Time Employees: _____

LOAN APPLICATION FORM
Maintaining an Existing Business



<p>Present Business Address <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>Business Phone #: () - _____</p> <p>Business Cell #: () - _____</p> <p>Business E-mail address: _____</p> <p>Other contact information: _____</p>
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FINANCIAL SUMMARY																																			
<p style="text-align: center;">Summary of Income:</p> <p>How much has the business earned in Sales in the past three years? (if it has been in business less than three years, enter the information as it applies).</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">1. date _____</td> <td style="width:15%;">- date _____</td> <td style="width:15%;">\$ _____</td> </tr> <tr> <td>2. date _____</td> <td>- date _____</td> <td>\$ _____</td> </tr> <tr> <td>3. date _____</td> <td>- date _____</td> <td>\$ _____</td> </tr> <tr> <td colspan="2">Total</td> <td>\$ _____</td> </tr> </table>	1. date _____	- date _____	\$ _____	2. date _____	- date _____	\$ _____	3. date _____	- date _____	\$ _____	Total		\$ _____	<p style="text-align: center;">Summary of Expenses:</p> <p>What amount has gone to expenses in the past three years? (if it has been in business less than three years, enter the information as it applies).</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">1. date _____</td> <td style="width:15%;">- date _____</td> <td style="width:15%;">\$ _____</td> </tr> <tr> <td>2. date _____</td> <td>- date _____</td> <td>\$ _____</td> </tr> <tr> <td>3. date _____</td> <td>- date _____</td> <td>\$ _____</td> </tr> <tr> <td colspan="2">Total</td> <td>\$ _____</td> </tr> </table>	1. date _____	- date _____	\$ _____	2. date _____	- date _____	\$ _____	3. date _____	- date _____	\$ _____	Total		\$ _____										
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<p style="text-align: center;">Summary of Assets:</p> <p>What assets does the business own? List the FAIR MARKET VALUE, or preferably the ASSESSED VALUE of the assets of the business</p> <table style="width:100%; border-collapse: collapse;"> <tr><td>Cash in Business Account</td><td>\$ _____</td></tr> <tr><td>Buildings and Land</td><td>\$ _____</td></tr> <tr><td>Furniture and Fixtures</td><td>\$ _____</td></tr> <tr><td>Tools and Equipment</td><td>\$ _____</td></tr> <tr><td>Vehicles</td><td>\$ _____</td></tr> <tr><td>Investments</td><td>\$ _____</td></tr> <tr><td>Other (describe): _____</td><td>\$ _____</td></tr> </table>	Cash in Business Account	\$ _____	Buildings and Land	\$ _____	Furniture and Fixtures	\$ _____	Tools and Equipment	\$ _____	Vehicles	\$ _____	Investments	\$ _____	Other (describe): _____	\$ _____	<p style="text-align: center;">Summary of Liabilities:</p> <p>How much does the business owe?</p> <table style="width:100%; border-collapse: collapse;"> <tr><td>Business Bank Account Overdraft</td><td>\$ _____</td></tr> <tr><td>Line of Credit</td><td>\$ _____</td></tr> <tr><td>Credit Cards</td><td>\$ _____</td></tr> <tr><td>Owed to Vendors (suppliers, utilities)</td><td>\$ _____</td></tr> <tr><td>Business Loans</td><td>\$ _____</td></tr> <tr><td>Owed to Shareholders or Owners</td><td>\$ _____</td></tr> <tr><td>Owed to Federal Government</td><td>\$ _____</td></tr> <tr><td>Owed to Provincial Government</td><td>\$ _____</td></tr> <tr><td>Owed to Municipal Government</td><td>\$ _____</td></tr> <tr><td>Other (describe): _____</td><td>\$ _____</td></tr> </table>	Business Bank Account Overdraft	\$ _____	Line of Credit	\$ _____	Credit Cards	\$ _____	Owed to Vendors (suppliers, utilities)	\$ _____	Business Loans	\$ _____	Owed to Shareholders or Owners	\$ _____	Owed to Federal Government	\$ _____	Owed to Provincial Government	\$ _____	Owed to Municipal Government	\$ _____	Other (describe): _____	\$ _____
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<p>How much have the principals invested into the business to-date (cash and fair market value of any assets)?</p> <p>\$ _____ Explanation: _____</p>																																			

LOAN INFORMATION	SUMMARY EMERGENCY SITUATION										
<p style="text-align: center;">What will Financial Assistance be used for?</p> <p>How is this "total estimated project cost" broken down?</p> <table style="width:100%; border-collapse: collapse;"> <tr><td>Building</td><td>\$ _____</td></tr> <tr><td>Equipment</td><td>\$ _____</td></tr> <tr><td>Inventory</td><td>\$ _____</td></tr> <tr><td>Fees</td><td>\$ _____</td></tr> <tr><td>Working capital</td><td>\$ _____</td></tr> </table> <p>TOTAL EST. PROJECT COST = \$ _____</p>	Building	\$ _____	Equipment	\$ _____	Inventory	\$ _____	Fees	\$ _____	Working capital	\$ _____	<p style="text-align: center;">Financial & Service Request</p> <p>Business Interrupted by Evacuation _____</p> <p>Road Access Cut Off _____</p> <p>Other: Specify _____</p> <p>Estimated Revenue Loss _____</p> <p>Emergency Program Financial Assistance Requested \$ _____ (Please enter your request up to \$10,00.00)</p>
Building	\$ _____										
Equipment	\$ _____										
Inventory	\$ _____										
Fees	\$ _____										
Working capital	\$ _____										

LOAN APPLICATION FORM (1B)
 Maintaining an Existing Business



LOAN SECURITY OFFERED: List the collateral you would consider to offer towards the loan if necessary. If applicable, indicate the fair market value of the assets. Examples of security would include business assets, (including machinery and equipment), personal assets, property and loan guarantees. Attach a separate list if necessary.

Asset Description (indicate make, model, year, etc.)	Assets / Market Value	Liabilities Owed	Office Use Only
Total			

Date: Month / Day / Year

 Applicant's Name Applicant's Signature Witness's Name Witness's Signature

Date: Month / Day / Year

 Applicant's Name Applicant's Signature Witness's Name Witness's Signature

Date: Month / Day / Year

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