



Specializing in Local Business Training & Financing

Date Received by WWCFDC: \_\_\_\_\_

# Business Loan Application

The Wellington-Waterloo Community Futures Development Corporation is a community based non-profit economic development organization. We are committed to assisting and encouraging job creation and community economic development throughout the County of Wellington and Region of Waterloo.

The Wellington-Waterloo CFDC 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.

**The Application Process**

Applicant submits a completed:

- Business Improvement Application to Municipality
- Documentation is reviewed by municipal staff
- When application is approved by municipal staff, loan will be processed by WWCF
- Funds are *normally* made available within 2-3 weeks after the Letter of Offer is returned to the Wellington-Waterloo CFDC.

**Costs**

- Applicants are responsible for any legal costs to complete the loan. These funds can be paid for from the proceeds of the funds to be borrowed.

**Loan Information**

- Maximum loan size is typically matching funding of the municipal amount to be used for the purchase of fixed assets, leasehold improvements, or working capital or a combination of any along with some consolidation
- Flexible repayment terms and no prepayment penalties

**A: Business Information**

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

## B: Loan Information

Amount Requested \$					
Funds to be used for:					
Building Improvement \$					
Landscape/Signage\$					
Other \$					
Jobs Created:	F/T ___	P/T ___	Jobs Maintained:	F/T ___	P/T ___

## C: 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			

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

1. Are you related to any Director or Employee of the Wellington-Waterloo CFDC? 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 Wellington-Waterloo CFDC to make a public announcement regarding your project/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

The statements made herein are for the express purpose of obtaining financing from the Wellington-Waterloo CFDC 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 Wellington-Waterloo CFDC 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 Wellington-Waterloo CFDC 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

Corporate seal if required:

## 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: Community Futures Development Corporation of Wellington-Waterloo.

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 Wellington-Waterloo CFDC 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 Wellington-Waterloo (Wellington- Waterloo CFDC) 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 Wellington-Waterloo CFDC 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 Wellington-Waterloo 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 Wellington-Waterloo CFDC. 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 Wellington-Waterloo CFDC.

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

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