

## City of Lethbridge BIL Application for Credit

Company Name	Loan Amount Maximum Amount \$15,000 per business, \$30,000 per address at the discretion of CFLR, BRZ and Heart of Our City
Contact Name	Application Fee \$125.00 Closing Costs (when approved) \$250.00
Company Address (official mailing address that information sent to it will be deemed delivered)  Home Address of Principal(s)	<input type="checkbox"/> Incorporated <input type="checkbox"/> Co-operative <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship
Company Telephone	Fax
Personal Telephone Principal(s)	
Email	Social Insurance Number
Business Number	Fiscal Year End
Number of Jobs: Full Time: Maintained      Created	Part Time: Maintained      Created
Describe type of business, products, services, markets	
Length of Time at Location? Do You Have a Lease? If no, describe rental agreement?	Length of Lease? Landlord?
Describe Project	

Please list the details of the project  Copy of Building Permit

Project Description	Estimated Material Cost	Estimated Labour Costs	Estimated Completion date	Other Comments
<b>Total Material Cost</b>				
	<b>Total Labour Cost</b>			
		<b>Total Project Cost</b>		
<b>Quotations Valid Until</b>				

### Authorization

I hereby authorize Banks, Credit Agencies, and all Credit Bureaus to disclose all information concerning my/our affairs to Community Futures Lethbridge Region (CFLR) and CFLR is likewise authorized to divulge information concerning our private affairs in response to normal credit inquiries from trade and other creditors. Community Futures Lethbridge Region may make a brief announcement of any loan which it may subsequently authorize.

Date \_\_\_\_\_, 20 \_\_\_\_

Downtown Lethbridge Business Revitalization Zone

\_\_\_\_\_  
Signature (Business Owner)

\_\_\_\_\_  
Ted Stilson, BRZ Manager

<p><b>Required Documents</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application for Credit</li> <li><input type="checkbox"/> Personal Statement of Affairs</li> <li><input type="checkbox"/> Copy of Business License</li> <li><input type="checkbox"/> Copy of Driver's License</li> <li><input type="checkbox"/> Copy of Birth Certificate</li> </ul>	<p><b>Required Security Documents</b></p> <ul style="list-style-type: none"> <li>• Loan Terms</li> <li>• Promissory Note</li> <li>• CRA RC59 Business Consent</li> <li>• PAD (plus void cheque)</li> <li>• Personal Guarantee</li> <li>• General Security Agreement</li> <li>• <b>Corporate Loans – information as above plus:</b></li> <li>• Personal Guarantee</li> <li>• Borrowing Resolution of Directors</li> <li>• General Security Agreement collateral to Personal Guarantee signed/executed by CFLR lawyer (no additional fee to client)</li> </ul>
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**Personal Statement of Affairs**

**Name:**

**Date:**

Cash Assets		Bank/Institution		Amount	
Cash					
Cash					
RRSP					
Stocks/Bonds					
Real Estate (owned)	Purchase Year	Physical Address	Owners on Title	Price Paid	Present Value
Vehicles/Machinery /Equipment Owned	Year	Make/Model	Owners on Title	Price Paid	Present Value


**TOTAL ASSETS**

Liabilities	To Whom Payable	Purpose	Monthly Payment	Balance Owing
Mortgage				
Mortgage				
Line of Credit				
Over Draft				
Vehicle Loan				
Vehicle Loan				
Credit Card				
Credit Card				
Student Loan				
Other				

**Certification**

I/We certify that all information given in this statement of net worth is true and complete.  
 I/We understand that any false information given in this statement of net worth may result in the rejection of this application or immediate demand for repayment of the loan in full, together with any interest accrued thereon.

<b>Total Liabilities</b>	
<b>Total Assets</b>	
<b>Total Liabilities</b>	
<b>Net Worth</b>	

 )  
 )  
 ) \_\_\_\_\_  
 Loan Applicant

### Eligible Improvements

- Business Equipment
- Technology
- Building of ramps or other structures and removal of barriers to access for people with disabilities and mobility challenges
- Restoration of exterior finishes and repainting
- Repair or replacement of storefront windows and doors
- Exterior lighting of the building and signage
- Removal and disposal of broken signage and fixtures
- Installation and design of awnings and signs
- New storefront window openings and new doorways
- Interior window display areas and lighting
- Removal of exterior materials that cover architectural details
- New architectural details such as entryway features and cornices
- Signs that are uniquely designed to integrate into building architecture
- Creation of new retail bays in an existing building
- Addition of patio areas and permanent landscaping elements
- Interior painting
- Interior flooring (carpet, laminate, tile, hardwood)
- Shelving (removable)
- Interior counters and display cases
- Interior light fixtures

Community Futures Lethbridge Region Fee for Service Schedule Business Improvement Loan Effective January 1, 2019	
Initial Interview	Free
Business Counselling	Two Hours No Charge / Thereafter \$100 per hour
Community Futures Lethbridge Region levy's fees for service. These fees are based upon the knowledge that where there is a fee levied, the user or purchaser of the service is more readily willing to accept the service and apply the technical advice given. You may be required to pay an administration and processing fee for providing you with services of an administrative or clerical nature	
Loan Administration	
Initial Interview	Free
Loan Application Fees <b>*Application Fees Are Non-Refundable</b>	Business Improvement Loan - \$125
Closing Cost	
Business Improvement Loans	Documents to be prepared by Community Futures Lethbridge Region staff at a cost of \$250 per loan.
Loan Fees	
Change In Security	\$100 plus any applicable legal fees
Annual Review	\$100/hour plus the cost of searches
NSF Fees	\$50 per occurrence
Business Improvement Loans	5% per annum ( <i>INTEREST FREE TO LOAN CLIENT</i> )
<b>*Fees are subject to change yearly as approved by CFLR Board of Directors.</b>	

For more information on Community Futures Lethbridge Region please visit our website:  
[www.lethbridgeregion.albertacf.com](http://www.lethbridgeregion.albertacf.com)

