

## Coaldale BIL Application for Credit

Company Name:		<b>Loan Amount</b> Maximum Amount \$25,000		
Contact Name:		<b>Application Fee:</b> 1% of Loan Amount at application (minimum of \$125 / non-refundable)		
Company Address: (official mailing address information sent to will be deemed delivered)		<b>Closing Costs</b>		
Home Address of Principal(s):		<input type="checkbox"/> Proprietorship	\$250	
		<input type="checkbox"/> Partnership	\$250 per partner	
		<input type="checkbox"/> Incorporation	\$250 per shareholder	
Company Telephone:	Personal Telephone Principal(s):	Fax:		
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 <span style="float: right;"><input type="checkbox"/> Copy of Building Permit</span>				
<b>Project Description</b>	<b>Estimated Material Cost</b>	<b>Estimated Labour Costs</b>	<b>Estimated Completion date</b>	<b>Other Comments</b>
<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 \_\_\_\_\_

Community Futures Lethbridge Region

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

Required Documents	Required Security Documents
<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> <li><input type="checkbox"/> Building Permit (where required)</li> <li><input type="checkbox"/> Project Invoices / Quotes</li> <li><input type="checkbox"/> Pictures (before and after)</li> <li><input type="checkbox"/> Additional information may be required based on the "5 C's" of credit.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Loan Terms</li> <li><input type="checkbox"/> Promissory Note</li> <li><input type="checkbox"/> CRA Authorization Request</li> <li><input type="checkbox"/> PAD (plus void cheque)</li> <li><input type="checkbox"/> General Security Agreement</li> </ul> <p style="text-align: center;"><b>Corporate Loans – information as above plus:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Personal Guarantee</li> <li><input type="checkbox"/> Borrowing Resolution of Directors</li> <li><input type="checkbox"/> General Security Agreement collateral to Personal Guarantee signed/executed by CFLR lawyer (no additional fee to client)</li> </ul>



## Eligible Improvements

(available to all non-home based businesses within the Town of Coaldale)

*Note: Bold/Italics indicates Town of Coaldale Building Permits Required*

- ***Signage on the front of business locations (in accordance with the Town Sign Bylaw)***
- ***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***
- ***Removal of barriers to access for people with disabilities and mobility challenges***
- Interior painting
- Interior flooring (carpet, laminate, tile, hardwood)
- Shelving
- Interior counters and display cases
- Replace interior light fixtures
- Install new interior light fixtures
- Green Scaping (will allow for downtown businesses to utilize the program to fund private infrastructure improvements during the redevelopment of Main Street)

Community Futures Lethbridge Region Fee for Service Schedule Business Improvement Loan Effective April 1, 2021							
<b>Initial Interview</b>	Free						
<b>Business Counselling</b>	Two Hours No Charge / \$100 per hour thereafter						
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							
<b>Initial Interview</b>	Free						
<b>Loan Application Fees</b> <i>*Application Fees Are Non-Refundable</i>	1% of loan amount at application (minimum \$125)						
Closing Cost							
<b>Business Improvement Loan Documents to be prepared by Community Futures Lethbridge Region staff</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Proprietor</td> <td style="width: 50%;">\$250</td> </tr> <tr> <td>Partnership</td> <td>\$250/partner</td> </tr> <tr> <td>Corporation</td> <td>\$250/shareholder</td> </tr> </table>	Proprietor	\$250	Partnership	\$250/partner	Corporation	\$250/shareholder
Proprietor	\$250						
Partnership	\$250/partner						
Corporation	\$250/shareholder						
Loan Fees							
<b>Change in Security</b>	\$100 plus any applicable legal fees						
<b>Annual Review</b>	\$100/hour plus the cost of searches						
<b>NSF Fees</b>	\$50 per occurrence						
<b>Business Improvement Loans</b>	6% per annum <b><i>(INTEREST FREE TO LOAN CLIENT)</i></b>						
<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)

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