

## Picture Butte BIL Application for Credit

Company Name		Loan Amount Maximum Amount \$10,000 Minimum Amount \$800		
Contact Name		*Application Fee: 1% of Loan Amount at application (minimum of \$125)		
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 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)

<p style="text-align: center;"><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> <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> </ul> <p style="font-size: small;">Additional information may be required based on the "5 C's" of credit.</p>	<p style="text-align: center;"><b>Required Security Documents</b></p> <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>
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### Eligible Improvements

- Signage in the front of business locations
- 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 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 (removable)
- Interior counters and display cases
- Interior light fixtures

Community Futures Lethbridge Region Fee for Service Schedule Business Improvement Loan Effective April 1, 2021	
Initial Interview	Free
Business Counselling	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	
Initial Interview	Free
*Loan Application Fees	1% of loan amount at application (minimum of \$125)
<i>*Application Fees Are Non-Refundable</i>	
Closing Cost	
Business Improvement Loan Documents to be prepared by Community Futures Lethbridge Region	Proprietor \$250 Partnership \$250/partner Corporation \$250/shareholder
Loan Fees	
Change in Security	\$100 plus any applicable legal fees
Annual Review	\$100/hour plus the cost of searches
NSF	\$50 per occurrence
Business Improvement Loan	6% 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)

Community Futures Lethbridge Region Contact Information:

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