

FINANCING APPLICATION CHECKLIST

HAVE YOU PROVIDED?

- Completed Loan Application(s) for all borrowers/co-borrowers and guarantors
- \$75 non-refundable loan application fee (to pay by credit card, please go to <http://womensenterprise.ca/catalog/womens-enterprise-centre-loan-application-fee>)
- A copy of completed business plan – electronically is preferred but can also send a hard copy via mail
- Evidence of minimum 30% Security
- Evidence of minimum 25% Equity
- Resumes of all key individuals
- A clear copy of photo identification for all applicants (ie: driver's licence, BC ID, Passport)
- Detailed breakdown of total project costs
- Detailed breakdown of use of proposed loan funds
- Quotes supporting any of the purchases that you are planning to make with loan funds
- Agreements – Copy of Lease, Business Purchase, Franchise Agreement, Partnership or Shareholders' Agreement, and any other agreements material to the business.
- Registrations – Copy of Incorporation Documents, Business License, and necessary trade/industry and/or regulatory registrations
- Information confirming the value of the security being offered (BC Tax Assessment and latest mortgage statement if you are offering property, copy of registration for vehicles, etc.)
- Monthly cash flow projection for a minimum of 2 years (preferably Women's Enterprise Centre format)
- If you are an existing business, also include interim financial statements for current year and historical financial statements for last 2 – 3 years, as well as your aged Accounts Payable and Accounts Receivable lists.