

# Financing Application Checklist

## What do I need for my application?

	WEC Loans <i>up to \$150,000</i>		Equal Access to Capital Loans <i>up to \$50,000</i>		MICRO Loans <i>up to \$15,000</i>
	New Business	Existing Business	New Business	Existing Business	
<b>Administration/ Personal Information</b>					
<input type="checkbox"/> Completed Loan Application(s) for all borrowers/co-borrowers and guarantors	✓	✓	✓	✓	✓
<input type="checkbox"/> \$75 non-refundable loan application fee <small>To pay by credit card, please go to <a href="http://womensenterprise.ca/catalog/womens-enterprise-centre-loan-application-fee">http://womensenterprise.ca/catalog/womens-enterprise-centre-loan-application-fee</a></small>	✓	✓	✓	✓	✓
<input type="checkbox"/> A clear copy of photo identification for all applicants (ie: driver's license, BC ID, Passport)	✓	✓	✓	✓	✓
<input type="checkbox"/> Current copy of Notice of Assessment from CRA		✓		✓	
<input type="checkbox"/> T4 statement for the previous two years <b>IF</b> applying under <b>income criteria</b>			✓	✓	
<input type="checkbox"/> Permanent Resident Card <b>IF</b> applying under <b>new immigrant criteria</b>			✓	✓	
<input type="checkbox"/> Copy of documentation supporting your status, <b>IF</b> applying under <b>Aboriginal criteria</b>			✓	✓	
<b>Financial information</b>					
<input type="checkbox"/> Evidence of minimum 30% Security	✓	✓			
<input type="checkbox"/> 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.)	✓	✓			
<input type="checkbox"/> Evidence of minimum 25% Equity	✓	✓			
<input type="checkbox"/> Evidence of minimum 10% Equity			✓	✓	✓
<input type="checkbox"/> Detailed breakdown of total project costs	✓	✓	✓	✓	✓
<input type="checkbox"/> Detailed breakdown of use of proposed loan funds	✓	✓	✓	✓	✓

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<input type="checkbox"/> Quotes supporting any of the purchases that you are planning to make with loan funds	✓	✓	✓	✓	✓
<input type="checkbox"/> Monthly cash flow projection for a minimum of 2 years (preferably Women's Enterprise Centre format)	✓	✓	✓	✓	✓
<input type="checkbox"/> 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.		✓		✓	
<b>Business Information</b>					
<input type="checkbox"/> A copy of completed business plan – electronically is preferred	✓		✓		
<input type="checkbox"/> A summary of your business and your growth plan (or a completed business plan if you have one) <small>Template supplied by WEC Business Advisor</small>		✓		✓	
<input type="checkbox"/> MICRO loan business plan or alternative <small>Template supplied by WEC Business Advisor</small>					✓
<input type="checkbox"/> Resumes of all key individuals	✓	✓	✓	✓	✓
<input type="checkbox"/> Agreements – Copy of Lease, Business Purchase, Franchise Agreement, Partnership or Shareholders' Agreement, and any other agreements material to the business.	✓	✓	✓	✓	✓
<input type="checkbox"/> If incorporated, Copy of Incorporation Documents <ul style="list-style-type: none"> <li>• Incorporation Certificate</li> <li>• Central Security Register</li> <li>• Company Search (or Notice of Articles for new company) setting out the current Directors of the Company</li> </ul>	✓	✓	✓	✓	✓
<input type="checkbox"/> Business License, and necessary trade/industry and/or regulatory registrations	✓	✓	✓	✓	✓