



**APPLICATION FOR FINANCING
Checklist**

	Business Plan consisting of business/product/service description, market/competition analysis, marketing plan, operations/management plan, projected 3 years income and expenses statements and first year cash flow statement.
	Resumes of all business principals.
	If you are an existing business, 2 years recent historical financial statement (profit and loss and balance sheet), corresponding copies of full Income Tax Returns and Assessment Notices. Copies of HST and payroll accounts as well if applicable.
	If you are an existing business, year to date financials consisting of a balance sheet, income and expense statement, aged current accounts payables list and aged current accounts receivables aged list.
	A copy of the front and back of a birth certificate (or Canadian citizen or Landed Immigrant Certificate) and drivers license for each of the business principals.
	Copies of two years of recent Income Tax Returns and all pages of the returns are to be provided for each of the business principals.
	Copies of two years of Canada Revenue Agency's Notice of Assessments for each business principals
	A separate Statement of Assets and Liabilities is to be completed by each business principal. A copy of most recent MPAC statement must be provided and most recent proof of municipal taxes are paid.
	If you are incorporated, a copy of your incorporation papers. If you are incorporated and using a trade name, a copy of the trade name registration. If you are a sole proprietor or partnership a copy of your Master Business License (if this application is for a proposed new business and you have not completed your registration, a copy will be required later).
	A complete list of all assets (equipment, furniture, fixtures, inventory, computers, vehicles, land, buildings, etc.) that you own with your estimation of the fair market value.
	If you are intending to use land and a building for security, a copy of the Assessment Notice for that property and a statement of mortgage balances for that property. You may also provide a copy of a Property Appraisal if it is less than one year old.
	If you are purchasing an existing business, 2 years of historical financial statements (income and expense sheet and balance sheet).