

**TECUMSEH DEVELOPMENT CORPORATION  
LOAN APPLICATION  
560 Williams Drive  
Sarnia, ONTARIO  
N7T 7H5**

**TEL: (519)332-5151  
FAX: (519)332-6196**

**A) Personal Information:**

Applicant's Name: \_\_\_\_\_  
Last First Middle

PLEASE CHECK ONE OF THE FOLLOWING:

Married \_\_\_\_\_ Common Law \_\_\_\_\_

Divorced \_\_\_\_\_ Separated \_\_\_\_\_

Widow/Widower \_\_\_\_\_ Single \_\_\_\_\_

Spouse/Co-applicant: \_\_\_\_\_  
Last First Middle

Home Telephone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_

Business Telephone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_

Applicant/Spouse Address:

Lot # \_\_\_\_\_ Range \_\_\_\_\_

R.R. # \_\_\_\_\_

Street Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

How long have you lived here: \_\_\_\_\_

(If less than 5 years)

Previous Address:

Lot # \_\_\_\_\_ Range \_\_\_\_\_

R.R. # \_\_\_\_\_

Street Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Do you currently rent or own your home? \_\_\_\_\_

If you rent, how much do you pay? \_\_\_\_\_/month

Location at which collateral/security/assets being purchased will be kept:

Lot # \_\_\_\_\_ Range \_\_\_\_\_

R.R. # \_\_\_\_\_

Street Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Applicant's Birthdate: (yr/mm/day) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

S.I.N. #: \_\_\_\_\_

Status Card #: \_\_\_\_\_

Driver's Licence: \_\_\_\_\_

(Please provide a copy of your birth certificate/status card)

Co-applicant/spouse birthdate: (yr/mm/day) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

S.I.N. #: \_\_\_\_\_

Status Card #: \_\_\_\_\_

Driver's Licence: \_\_\_\_\_

(Please provide a copy of your birth certificate/status card)

Closest Relative Name:

Telephone #: \_\_\_\_\_

Lot # \_\_\_\_\_ Range \_\_\_\_\_

R.R. # \_\_\_\_\_

Street Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Employment History (Last five years)

Current Status: Employed \_\_\_\_\_ Unemployed \_\_\_\_\_

If unemployed, currently receiving U.I. \_\_\_\_\_ or Social Assistance \_\_\_\_\_  
\_\_\_\_\_ or Other \_\_\_\_\_

Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Weekly Wage: \$ \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Seasonal \_\_\_\_\_

Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Weekly Wage: \$ \_\_\_\_\_

Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Weekly Wage: \$ \_\_\_\_\_

**Personal Financial Information:** (applicant)

Assets (Things you already own)

Car/Truck: \_\_\_\_\_

Name of Registered Owners: \_\_\_\_\_

Make/Model: \_\_\_\_\_

Year: \_\_\_\_\_

V.I.N. #: \_\_\_\_\_

Purchased Date: \_\_\_\_\_

Current Value: \_\_\_\_\_

Outstanding Loan: \_\_\_\_\_

Car/Truck:

Name of Registered Owners: \_\_\_\_\_

Make/Model: \_\_\_\_\_

Year: \_\_\_\_\_

V.I.N. #: \_\_\_\_\_

Purchased Date: \_\_\_\_\_

Current Value: \_\_\_\_\_

Outstanding Loan: \_\_\_\_\_

**Cash and Bank Accounts**

Name of Bank: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Account: \_\_\_\_\_

Account Number: \_\_\_\_\_

Amount in Account: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Account: \_\_\_\_\_

Account Number: \_\_\_\_\_

Amount in Account: \_\_\_\_\_

**Real Estate**

Lot #	Range #	R.R. #	Street Address	Postal Code
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_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
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Approximate Value \$ \_\_\_\_\_

Other Assets Item Value	Model	Serial No.	Approximate
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Value of Assets \$ \_\_\_\_\_

Liabilities (How much you owe to banks, credit cards, businesses and/or individuals)

Credit cards (include Mastercard, Visa, Sears, Canadian Tire and others)

Creditors (1,2)

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Original Amount Borrowed: \_\_\_\_\_  
 Date Borrowed: \_\_\_\_\_  
 Current Amount Owed: \_\_\_\_\_  
 Term of Loan/Credit: \_\_\_\_\_  
 Monthly Payments: \_\_\_\_\_  
 Date at Which the Debt will be Paid: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Original Amount Borrowed: \_\_\_\_\_  
 Date Borrowed: \_\_\_\_\_  
 Current Amount Owed: \_\_\_\_\_  
 Term of Loan/Credit: \_\_\_\_\_  
 Monthly Payments: \_\_\_\_\_  
 Date at Which the Debt will be Paid: \_\_\_\_\_

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT AND PERMISSION IS HEREBY GRANTED FOR THE DESIGNATED LENDING INSTITUTION TO CONDUCT A CREDIT INVESTIGATION.

Date Signed: \_\_\_\_\_ Applicant: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_ Co-applicant/  
 Spouse: \_\_\_\_\_

**B - DESCRIPTION OF BUSINESS**

(Please check one of the following)

SECTOR:            Manufacturing \_\_\_\_\_            Recreational \_\_\_\_\_  
                         Industrial            \_\_\_\_\_            Service            \_\_\_\_\_  
                         Retail                            \_\_\_\_\_

Business Type: (Exactly what type of business is it?)

Business Name: \_\_\_\_\_

Type of Business Activity: \_\_\_\_\_

\_\_\_\_\_

Address at which business will be located:

Lot # \_\_\_\_\_            Range \_\_\_\_\_

R.R. # \_\_\_\_\_

Street Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Assets You Wish To Purchase:

Item Value	Make	Model	Approximate
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Supplier's Address:

Supplier's Telephone #:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

TOTAL

(A) \_\_\_\_\_

Additional Start-up Costs

(ie. leasehold improvements, insurance, grand openings, supplies, utility hook-up fees, etc.)

Item	Approximate Cost
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

TOTAL

(B) \_\_\_\_\_

How much do you wish to borrow? \_\_\_\_\_

(This should equal the total of assets you wish to purchase and additional start-up costs)

\$ \_\_\_\_\_ (A+B)

Over what period of time do you wish to pay back the loan? \_\_\_\_\_/mths

How much cash do you have to put into the business? \$ \_\_\_\_\_

(You will be required to provide a letter from you bank indicating that amount of cash in your account)

What items are you willing to offer as collateral for your loan?

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Does anyone else already have a lien against any of these items?

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Please be prepared to provide photographs of all collateral items (not required to be submitted with your application)

Is any individual, business or credit bureau currently seeking money from you?

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Do you currently have a loan with any other commercial bank or First Nation or Government Organization (ie. Indian & Northern Affairs Canada, Native Community Branch, Aboriginal Business Canada) for any other reason? \_\_\_\_\_

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Have you ever declared bankruptcy?

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If possible please provide a personal resume indicating your business education, training and experience.

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Intended opening date?

(allow for at least 45 business days, not calendar days, from the date this application is completed, signed and submitted)

Who will be employees?

(supply list of all individuals including owners)

NAME	ADDRESS	TELEPHONE #
_____	_____	_____
_____	_____	_____
_____	_____	_____

What will the hours of operation be for each day of the week?

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
From _____	From _____	From _____	From _____	From _____	From _____	From _____
To _____	To _____	To _____	To _____	To _____	To _____	To _____

How many weeks per year will the business be open?

\_\_\_\_\_ weeks

What days will the business be closed?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What hourly wage will you pay yourself: \_\_\_\_\_/hr.

Your spouse/co-applicant: \_\_\_\_\_/hr.

Your employees: specify

(Position)

_____	_____ /hr.
_____	_____ /hr.
_____	_____ /hr.

Will you pay:

(circle one)

	Yes or No	Rate/Cost	Per Week	Per Year
C.P.P.	Yes or No	Yes or No	_____	_____
U.I.C.	Yes or No	Yes or No	_____	_____
Workman's Comp.	Yes or No	Yes or No	_____	_____
Employee Health Tax	Yes or No	Yes or No	_____	_____

**COST OF GOODS**

If you are making something provide the raw materials cost for each item that you will make.

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(if not enough space please attach information to the application)

How much time will it take to make each item you will make.

Item	Time
_____	_____
_____	_____
_____	_____

(if not enough space please attach information to the application)

Where will you make these goods?

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If a building is required will you rent or build? \_\_\_\_\_

If rental                      Rent \$ \_\_\_\_\_

If you are going to build please provide detailed costing for the building including, land purchase. (if you don't already own land)

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Cost of site preparation (fill, leveling, etc.)

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Cost of septic service, if required.

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Cost of well/water hook-up (if required).

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Cost of foundation (material & labour).

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Cost of hydro hook-up.

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Cost of materials (please itemize)

ITEM	COST	ITEM	COST
_____	_____	_____	_____



Cost of gas/propane hook-up.

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Cost of plumbing and electrical.

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**(Written quotes will be required for all costs above)**

If you are acquiring land and/or existing building, please provide a photograph.

**OPERATING EXPENSES**

This is a description to help you fill out the twelve month cashflow statement in the attached financial statements.

For every month for twelve months provide at least the following (where applicable):

Cost of:	Per Year:
Hydro	_____
Gas/Propane, oil	_____
Maintenance, building	_____
Snow and/or waste, building	_____
Lawn Maintenance, building	_____
Telephone, basic cost	_____
Telephone, long distance	_____
Wages, manufacturing (not including owner's)	_____
CPP/UIC/Employer Health Tax (not inc. owner)	_____
Workman's Compensation (not inc. owner's)	_____
Wages, office/secretarial	_____
Office Supplies	_____
Postage	_____
Advertising	_____
Bank Charges	_____
Travel, food and accommodation	_____
Licences	_____
Commissions	_____
Other selling expenses	_____
Owner's drawings, applicant	_____
Owner's drawings, co-applicant/spouse	_____
Loan interest	_____
Legal fees (minimum \$300)	_____
Accounting/bookkeeping fees (min. \$50/mth)	_____
Life insurance (average 20/months)	_____
Bad debt (avg. 5% of gross sales)	_____
Depreciation (avg. 20%/yr of items purchased/ owned for business)	_____
<b>TOTAL</b>	_____

## MARKETING

The location where you will be selling your product?

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Define your geographical market (if for example your answer was my First Nation).

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How many families currently live there?

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What is the total population?

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How many men, women and children live there?

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And approximately how many are of each age group?

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What is your target market?

1. ie. If car owners, approximately how many cars are there?  
What is the frequency of use for your product?  
How much can you expect them to spend on your product or service for the year?
2. ie. If a restaurant, how many people will eat breakfast, lunch or dinner at your restaurant?  
How much will they spend for a meal?

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This is intended to give you an idea only, your specific business may require far more information. Which may be obtained by getting traffic counts, doing surveys, checking with Statistics Canada, obtaining other studies that have been done for tourism or check with your local economic development office.

Who would your major customers be?

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Who would your major suppliers be?

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## COMPETITION

List all competitors within 20 km. (include addresses)

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What do they charge for their services?

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What hours are they open for operations?

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What are their major strengths?

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What are their major weaknesses?

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## Pricing

What price will you place on your product?

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What type of mark-up does this represent?

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ie. If you think your good or service costs you \$1.00 and your selling price is \$3.00 your mark up is  $\$3.00 - \$1.00 = \frac{\$2.00}{3.00} = 66\%$

Is your mark-up sufficient to cover your cost of goods, operating expenses and your personal drawings?

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Does your mark-up follow the mark-up that other businesses in your industry have?

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Does your margin follow the margin that other businesses in your industry have?

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If no, why can you sell for this price?

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## **PROMOTION**

How will you tell the people who want to buy your good/service that you have it and that this product/service is available?

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If you say you are going to advertise in a newspaper, what is the cost of placing the advertisement and how many times will you place it?

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If you are advertising on radio, what will it cost to advertise for a week? (verify with radio station)

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If you are mailing flyers, what will the cost of creating and distributing the flyers? (check with printer and post office)

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**Sales**

Will anyone besides yourself sell your product?

Who	Where	How Much
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Will you need sales training?

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**PRODUCT**

How much of your product will you have to have on hand?

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**MISCELLANEOUS**

Who will do your bookkeeping?

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What are their qualifications?

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Will your business have any impact on the environment?

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Will you use telephone to sell your product (who, when, what will it cost)?

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Will you need security/alarm system?

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If your sales projections turn out to be incorrect do you have enough money to meet all of your obligations?

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## CASH FLOW PROJECTION

					M	O	N	T	H					
	1	2	3	4	5	6	7	8	9	10	11	12	Total	
Cash Receipts														
Cash Sales														
Col. of Acct. Rec.														
Loan Proceeds														
Other Cash Rec.														
Sales of Assets														
ABDP's Contrib.														
Cash Equity														
Other Contribu.														
<b>Total Cash Rec.</b>														
<b>Cash Disbursements</b>														
Accounts Payable														
Purc. of Mat. or St.														
Pur. of Fixed Assets														
Bad Debts														
Advert. & Promo.														
Auto & Trav. Exp.														
Bus. tax, fees, lic.														
Property tax														
Professional fees														
Management Sal.														
Other sal. & wages														
Employee benefits														
Rent														
Insurance														
Bank chgs & int.														
Pymnt loan/mort														
Maintenace & Rep.														
Freight														
Telephone														
Utilities														
Office exp. & postg.														
All other oper. exp														
Income tax pymts.														
<b>Total Cash Paid Out</b>														
Cash Surplus or														
(defici) (A-B)														
Open Cash Bal. C														
Closing Cash Bal. D														

Note: Line "C" is a carry-forward from line "D" in the previous month

## PROJECTED INCOME STATEMENT

Have your account complete the following Projected Income Statement

	Projected Income Statement			
	Historical	Year 1	Year 2	Year 3
<b>Sales</b>				
Cost of Goods Sold				
Gross Margin				
Expenses:				
Business Sup. Plan				
Adv. & Promo.				
Auto & Trav. Exp.				
Bad Debts				
Business tax, fees,lic				
Property tax				
Professional fees				
Management Sal.				
Other sal. & wages				
Employee benefits				
Rent				
Insurance				
Bank chrg. & int.				
Maintenace & Rep.				
Freight				
Telephone				
Utilities				
Office exp. postage				
All other oper. exp.				
Deprec. and amort.				
<b>Total Expenses</b>				
<b>Net Profit from Oper.</b>				
<b>Other Income</b>				
ABDP contri. for bs.				
plan, bus. sup., oper.				
<b>Net Profit Before Tax</b>				
Est'd tax rate (%)				
<b>Net Profit After Tax</b>				

## BALANCE SHEET

	Historical		Opening	Projected		
	20	20		Year 1	Year 2	Year 3
<b>Assets</b>						
<b>Current</b>						
Cash & Bank Accts.						
Accounts Rec.						
Inven. at lower cost or market						
Prepaid expenses						
Other current assets						
<b>Total Current Assets (A)</b>						
<b>Fixed Assets</b>						
Land						
Building						
Livestock-breeding						
Furniture & equip.						
Infrastructure						
Leaseholds/renov.						
Other assets						
<b>Total Fixed Assets</b>						
Less Acc. Depreciation						
<b>Total Assets</b>						
<b>Liabilities</b>						
<b>Current</b>						
Bank loans						
Accounts payable						
Taxes payable						
Current portion of long-term debt						
Other cur. liabilities						
<b>Total Current Liab. (B)</b>						
<b>Long Term</b>						
Mort. & Notes pay.						
Loans from sharehol						
Other loans of a long term nature (ABDP)						
<b>Total Long-Term Liab.</b>						
Shareholder's Equity						
ABDP capital assist.						
Capital - preferd shares						
-common shares						
-retained earnings						
<b>Total sharholder's equ.</b>						
<b>Total liab. &amp; share- holders equity</b>						
Working Capital (A-B)						