

Business credit application document checklist

The following documents will be required to support your credit application. Please note, based on the credit request, additional documents may be required.

1. Required documents for all application submissions

Borrower and any associate / guaranteeing businesses:

- ☐ Financial statements for latest two years

New business / operating for less than two years (i.e. 2 year financial statements not available)

OR

Expected changes to business size (i.e. business is under significant expansion and / or change)

- ☐ First year business financial statement (if available)
- ☐ Cash flow projections / Pro forma balance sheet (i.e. 1 year month by month)
- ☐ Business plan

Personal income documents

- ☐ T1 (4 page jacket) & Notice of Assessment for last two years for principals, guarantors and spouse (as applicable)
- ☐ Sole proprietor - T1 schedules of business, professional, farming activities
- ☐ Comfort letter from CRA or proof of payment where taxes outstanding as per latest NOA

Personal net worth documents

- ☐ Current investment statements (i.e. RRSP, TFSA, RESP, Corporate)
- ☐ Current mortgage statement (i.e. for non-CIBC mortgages)
- ☐ Completed Net Worth Worksheet located on [cibc.com](https://www.cibc.com/ca/tools/net-worth/net-start.html)
<https://www.cibc.com/ca/tools/net-worth/net-start.html>

Other business and personal documents

- ☐ Articles of Incorporation / Business Registration / Trade Name documents / Corporate Profile
- ☐ Current Property Tax Assessment for any residential or commercial owned properties
- ☐ Conditional or Final Head and / or sub-lease agreement

Pre-funding:

- ☐ Insurance policy - fire, life, disability, etc. (as required) - *Mandatory for CSBFL

2. Financing for



Purchase of equipment and / or leasehold improvements

Application submission:

- ☐ Conditional sales agreement, purchase orders, quotes
- ☐ Conditional / final leasehold contract agreement



Purchase / refinancing of real estate

Application submission:

- ☐ Purchase / Sale Agreement
- ☐ Property valuation (e.g. Appraisal, Property tax, ...)
- ☐ MLS listing
- ☐ Lease Agreement (if applicable)
- ☐ Mortgage statements
- ☐ Property tax assessment
- ☐ Source of down payment (e.g. bank statement)
- ☐ Environmental assessment (if applicable)

3. CSBFL

- ☐ Detailed list of equipment
- ☐ Detailed list of leasehold
- ☐ Contract agreement (multiple invoices from one supplier)
- ☐ Invoices / proof of payment

For CSBFL franchise loans

- ☐ Franchise agreement

4. Additional documents

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Client name: _____

Advisor name: _____

Advisor tel: _____