



## Checklist: Documents to support an application for a business expansion loan

We will need to see the following documents to recommend whether or not an AWE loan is right for you. Once you have these documents ready for review, we would be happy to meet with you to discuss a loan application.

- Completed business plan (ideal). If you do not have one, please provide a description of current business and reason for expansion including supporting market analysis and financial projections, projected cash flow statement, projected income statement and projected balance sheet along with the sources of funds breakdown.
- Signed Client Waiver
- Proof of citizenship or permanent residency
- Incorporation and By-Laws
- Shareholder information
- Equifax reports for all applicants
- Most recent 2 years of year-end financials for the business that is to be expanded - 'Notice to Reader' (balance sheet and income statement)
- Year to date in-house financials (including summary of aged payables and receivables)
- Most recent CRA Notice of Assessment for the business
- Business licenses
- Partnership agreement, if there are multiple owners. It wouldn't apply to a single owner.
- Verification of your personal contribution (25% of the potential AWE loan amount)
- A minimum of 30% security on loan. This amount differs depending on the size, risk, and purpose of the loan.
  - If real estate property: most recent property assessment and property tax statement, current mortgage statement(s)
  - If vehicles: current registration and mileage (vehicle must not be leased and must be less than 5 years old)
  - If other assets: provide a full description and evidence of any recent market valuations if available