

# 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

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**Client name:** \_\_\_\_\_

**Advisor name:** \_\_\_\_\_

**Advisor tel:** \_\_\_\_\_