

**Checklist – Business Loans
M&A**

Insert Agent #No _____

Personal

- Copy of Driver's License (all shareholders)
- Short resumes of shareholders and/or key employees
- Statement of Personal Affairs Form to be completed and signed by all the shareholders supported by:
- Province Assessment of all properties owned personally by the shareholders of Mortgage Balance Statements of all properties owned personally by the shareholders. ○ Supporting bank statements for Savings, RRSP, etc.
- Please use one form per shareholder.
- Verification of funds available for shareholder investment with source of funds.

About the Business

- Accountant prepared Year End Financial Statements for the past Four to five years.
- In-House comparative Year-To-Date financial statements.
- Aged Accounts Receivable and Accounts Payable listing (Year-to-date & Year-end) ○ Copy of Line of Credit Agreement.
- Business Plan / Feasibility Study.
- Income Forecast & Rationale.
- Organization Chart
- Shareholding Structure
- Certificate of Incorporation
- Notice of Articles (List of Directors)

About the Project

- Executive Summary
- Contract for Sale and Purchase with valid subject removal and completion dates (Legal Binding Agreement Preferred)
- Mortgage balance statement or pay-out statement of the business.
- Firm contract for construction projects.
- Environmental Phase 1 and/or Phase 2 report (If applicable)
- Land and Building Appraisal(s).
- Building Inspection Report (If applicable)
- Equipment Appraisal
- Transmittal letters for Appraisals and Environmental Reports would be required.
- Quotes / Invoices for equipment being purchased, if applicable.
- Copy of Lease Agreement(s).
- Letter of Intent to Lease by the Landlord.
- Franchise Agreement

Adjudication and Credit Department - Canada