



**COMMUNITY FUTURES DEVELOPMENT CORPORATION
OF THE PACIFIC NORTHWEST
(PH. 250-622-2332/ FAX. 250-622-2334)**

Client Checklist

- 1. Application Form**
- 2. Business Plan**
- 3. Cash Flow Statement**
- 4. Tax return from the last 3 years or financial statements if your company is not new.**
- 5. Detailed listing of the assets that will be used as security (collateral) for your loan. Here is a suggested format for presenting the information:**
 - Item description**
 - Make/Model**
 - Serial number**
 - Original Cost**
 - Current market value**
- 6. Price quote from vendors and suppliers for equipment and stock to be purchased.**
- 7. Copies of appraisals showing the value of the equipment to be purchased, if not new.**
- 8. Signed copies of leases for equipment or premises rented.**
- 9. Any other material that you feel may promote support for your project, e.g. maps, brochures, letters of support, photographs.**