

Checklist for Business Purchase Financing



Name
Business Name
Telephone
Email
Referred by

PERSONAL DOCUMENTS (ALL OWNERS & GUARANTORS)

- T1 General (Personal Tax Return - last 2 years)
- Personal Tax Return notice of assessment (last 2 years)
- ID 1 : Driving License
- ID 2 : Passport, Citizenship Card, PR Card, etc. (No Health Card)
- Mortgage Statement (latest)
- Property Tax Bill
- Bank Accounts Portfolio (Printout from Internet Banking)
- Personal Bank Account Statement (last 6 months)
- Investment Statements
- Confirmation of Down Payment and Operating Expenses
- Property Tax Assessment for home (Also called MPAC)

BUSINESS DOCUMENTS

- Business plan and financial projections
- Seller Financial Statements (last 2 years)
- Business Purchase Agreement with list of items purchased and their amount
- Business Registration / Incorporation Documents (all pages)
- Lease / Sub-Lease / Rental Agreement
- Invoices / Quotations for leasehold improvements and equipment purchased
- Business Activity / Products & Services
- Franchise Agreement / Disclosure

Total Business Purchase Cost \$	Equipment \$	
Additional Renovation Cost \$	Additional Equipment Cost \$	
Franchise Fee \$	Inventory \$	Goodwill \$
Down Payment Available \$	Business Loan Required \$	