

# Application for Financial Assistance



## Section 1. – Instructions

- Application must be submitted and approved before any commitment will be made.
- Complete and submit the original application and supporting documents and retain a copy for your records.
- All sections must be completed. If not applicable, please indicate "Not Applicable or N/A".
- All the associates in a partnership are to sign this form.
- Applicants are encouraged to consult with a Finance PEI Account Manager prior to completing the form.

## Section 2. – Business Information

Legal Name (the "Applicant"):

Business Trade Name (if different):

Mailing Address:

City:	Province:	Postal Code:
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Civic Address  Same as Mailing Address:

City:	Province:	Postal Code:
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Contact Person Name:	Contact Person Title:
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Telephone:	Facsimile:
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Email:	Website:
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Business Number:	In Business Since (D/M/Y):	Fiscal Year End:
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Total Annual Sales:	Total Annual Exports Outside of PEI:
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Total Number of Employees Full-Time in PEI:	Total Number of Employees Part-Time in PEI:
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Nature of Business:

Business Sector: <input type="checkbox"/> Agriculture <input type="checkbox"/> Farmland Financing <input type="checkbox"/> Fisheries and Aquaculture	<input type="checkbox"/> Manufacturing and Processing <input type="checkbox"/> Small Business <input type="checkbox"/> Tourism <input type="checkbox"/> Aerospace	<input type="checkbox"/> Bioscience <input type="checkbox"/> Information Technology <input type="checkbox"/> Renewable Energy <input type="checkbox"/> Other _____
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Business Registration: Registered in \_\_\_\_\_

<input type="checkbox"/> Incorporated	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Cooperative
<input type="checkbox"/> To Be Incorporated	<input type="checkbox"/> Partnership	<input type="checkbox"/> Federally Incorporated
<input type="checkbox"/> Other _____		

Name of Shareholders or Partners and Percent of Ownership				
Name	Address	Position Held	% Shares	Date of Birth (D/M/Y)
Name	Address	Position Held	% Shares	Date of Birth (D/M/Y)
Name	Address	Position Held	% Shares	Date of Birth (D/M/Y)
Name	Address	Position Held	% Shares	Date of Birth (D/M/Y)
Name	Address	Position Held	% Shares	Date of Birth (D/M/Y)

Name of Other Related Entities to this Business its Shareholders or Partners		
Business Name	Address	Telephone
Business Name	Address	Telephone
Business Name	Address	Telephone
Business Name	Address	Telephone

**Section 3. – Financing**

Existing Financing - The Applicant carries (an) account(s) with the following institution(s):

Name of Lender & Location	Type of Loan (Capital/Working Capital)	Amount Outstanding	Limit (If working capital)	Account Manager/Contact Details

Requested Financing

Type of Loan (Capital/Working Capital)	Amount	Purpose

## Section 4. – Certification & Authorization

The Applicant(s) and major shareholders of the Applicant(s) declare(s) that all the information provided in this application is accurate and represents the Applicant's true financial position.

The information provided in this application is for the express purpose of obtaining accommodation from Finance PEI and any advances made by Finance PEI to the Applicant are granted on the strength of this application.

Finance PEI is hereby authorized to obtain any information, which it may require relative to this application, from any sources to which it may apply and each such source is hereby authorized to provide Finance PEI with such information.

**Personal information on this form is collected under section 32(10)(g)(1) of Prince Edward Island's Freedom of Information and Protection of privacy Act and will be used for the purpose of assessing your application of credit. If you have any questions about this collection of personal information, you may contact a Finance PEI Account Manager at (902) 368-6200.**

Furthermore, Finance PEI is authorized to disclose, in response to direct inquiries from any other lender or credit bureau, such information on the Applicant's account(s) as it considers appropriate. The Applicant agrees to indemnify Finance PEI against, and save it harmless from, any and all claims in damages or otherwise arising from such disclosure on its part.

**Name of Authorized Signing Officer (please print):**

**Signature of Authorized Signing Officer:**

**Date (D/M/Y):**

**Name of Authorized Signing Officer (please print):**

**Signature of Authorized Signing Officer:**

**Date (D/M/Y):**

## Section 5. – Contact Information

Finance PEI  
**Commercial and Resource Lending**  
98 Fitzroy Street, 2<sup>nd</sup> Floor  
Charlottetown, Prince Edward Island  
Canada C1A 1R7

**Tel:** 902-368-6200      **Fax:** 902-368-6201  
**Email:** [financepei@gov.pe.ca](mailto:financepei@gov.pe.ca)      **Website:** [financepei.ca](http://financepei.ca)

**OR**

Finance PEI  
**Developmental Lending**  
94 Euston Street, 2<sup>nd</sup> Floor  
PO Box 1176  
Charlottetown, Prince Edward Island  
Canada C1A 7M8

**Tel:** 902-368-6300      **Fax:** 902-368-6255  
**Email:** [financepei@gov.pe.ca](mailto:financepei@gov.pe.ca)      **Website:** [financepei.ca](http://financepei.ca)

Company Name:

Location:

2023

REVENUE  
2 Bedroom  
1 Bedroom

# Units	Monthly Housing Rate	

GROSS POTENTIAL REVENUE

LESS: VACANCY & BAD DEBT (on market units)

NET EFFECTIVE RENT

OPERATING EXPENSES

Admin - office supplies & miscellaneous

Cleaning supplies

Advertising

Electricity

Heating

Elevator

Garbage

Landscaping

Insurance

Repairs & maintenance

Management fees

Property taxes

Salaries and benefits

Snow removal

Telephone

Water

TOTAL EXPENSES

NET OPERATING INCOME

**Property Construction Cost**

*Per Unit*

Building construction including HST

Land cost

Insurance - builder's risk

Insurance - performance bond

Soft cost

**Total cost**