

TRICORP & FIRST CITIZENS' FUND APPLICATION CHECKLIST

- A signed application form must be completed in full, especially the net worth section. All incomplete applications will be returned to the applicant.
- Application fee of \$300 must accompany each application. *IMPORTANT – see note below
- A copy of status card, Nisga'a Citizen Card, Metis card, birth certificate & driver's license. Do not send through fax, as these tend not to be legible. Send clear and legible copies through mail or bring in and we will copy documents for you.
- The loan must be fully secured. Provide a detailed listing of assets that will be used as security (collateral) for your loan. The age, condition and depreciation of the assets are considered in the net value. The listing should include: item description, make, model, serial number, original costs, current market value and preferably a photograph.
- Business plan should include projected cash flow, income statement & balance sheet (attached is a business plan worksheet).
- If acquiring a business or expanding, you will need:
 - Three years of the historical financial statements
 - Appraisal of the business, equipment and/or inventory.
 - Copy of tax returns from the last three years of the business.
- Evidence of cash equity must be provided prior to processing the loan. TRICORP lends up to 90% of the total cost of the project to a maximum of \$300,000. The client must commit the other 10%.
- Copy of tax returns from the last three years of applicant.
- Price quotes from vendors & supplies for equipment and stock to be purchased.
- Copy of appraisal or survey showing the value of the equipment to be purchased.
- Signed copies of leases for equipment or premises rented.
- Any other material that will support your project: contracts, letters of support, photographs, Band Council Resolution, etc.

*** Application fee is non-refundable. The fees cover the cost of doing the due diligence on a file such as credit checks, lien searches and ensuring the file is ready for the loan process.**